

**Pathways To Housing, Inc.**  
**Job Description**

**Title: SERVICE COORDINATOR (Substance Abuse Specialist)**

**Reports to: Team Leader**

Service Coordinators are members of the Assertive Community Treatment (ACT) team who provide flexible, community based services that are designed to promote the stability, recovery and community reintegration of formerly homeless individuals who have a mental illness and abuse substances. The Service Coordinator (SC) maintains a primary caseload of 10-12 clients and in collaboration with the transdisciplinary team coordinates and provides, in a compassionate and responsible manner, ACT services for all clients on the team. The Substance Abuse Specialist performs all routine team responsibilities of a SC and has lead responsibility for integrating dual –recovery treatment with the tasks of other team members. Examples of services and responsibilities are listed below.

**RESPONSIBILITIES:**

- Collaborate with client in the formulation of a Comprehensive Service Plan that is reviewed and modified with client on a regular basis.
- Provide outreach, case management, counseling, advocacy, and other needed services to clients in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
- Provide individually tailored services to each client in the following areas: housing, school, training & work opportunities, activities of daily living, health, wellness self-management, relapse prevention, money management & entitlements, medication support, self help & empowerment, problem solving, family life & social relationships and integrated treatment for substance abuse.
- Maintain written and computerized records compile reports and complete other program documentation (e.g., progress notes, incident reports, on-call logs, letters, psychosocial assessments).
- Organize and participate in social activities with clients in the community.
- Coordinate and monitor referrals to community services and advocate client participation.
- Lead groups, workshops, and in-services on topics such as substance abuse, safe sex, domestic violence, etc.
- Participate in on-call rotation.
- Perform related work as assigned.

(over)

## **SUBSTANCE ABUSE SPECIALIST RESPONSIBILITIES**

- Perform comprehensive substance abuse assessments of all clients.
- Cross Train team members.
- Facilitate educational & support groups e.g., harm reduction, relapse prevention.
- Provide individual counseling/support to clients.

## **QUALIFICATIONS:**

- Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
- Career experience in social services, supported housing, or with persons with disabilities.
- Demonstrated knowledge of harm reduction theory/applications.
- Excellent communication, writing, and computer skills.
- Bilingual English/Spanish a plus.
- Drivers License preferable.
- MSW, CRC, CASAC, RN, Masters in Psychology or related field.
- Minimum one year training and/or experience in integrated mental health & substance abuse assessment & treatment.
- Non-credentialed individuals or consumers with appropriate experience may qualify.
- Valid NYS Driver's License preferred