POSITION: Housing Counselor

PROGRAM & COST CENTER: Supported Housing

HOURS: 9:00am to 5:00pm

SKILLS/ABILITY: Ability to coordinate and prioritize task, communication and computer skills, knowledge of community and community resources, understanding of rental subsidies, lease agreements, knowledge of HIV/AIDS helpful, knowledge of mental health and substance abuse population, knowledge of local tenant and rental laws, MUST HAVE VALID NYS DRIVING LICENSE.

JOB DESCRIPTION:

a. Provide person centered culturally appropriate case management services to assigned participants in OASAS Permanent Supported Housing Program.
b. Function as a team member through attendance of weekly staff meetings
c. Provide community outreach and home/office visits weekly/biweekly/monthly or as appropriate.
d. Conduct screening and intake for eligible participants.
e. Complete Substance use Assessments as part of the intake process.
f. Assist participants in applying for Section 8 certificate or other appropriate Housing referrals.
g. Assist and accompany participants to DSS & Social Security Administration for entitlements, as needed to apply for and secure benefits.
h. Provide referrals and linkage of participants as needed to substance use treatment, vocational training, and various community resources and conduct appropriate follow-up. i.e. Health Home and Care Coordination providers.
i. Evaluate apartment’s conformance to Housing Quality Standards for safety and habitability.
j. Maintain assigned charts
   • Progress notes (weekly, monthly based on ISP)
   • Service Plans (Updated every three months)
   • Participants consent forms (Yearly or as needed), and
• Other required documentation (Face sheets, enrollment form, rent calculation, and etc.)

k. Provide supportive counseling to participants on caseload.
l. Act a liaison with other service providers to help ensure appropriate service delivery.
m. Assist client in developing and maintaining a budget for paying their bills such as, (Rent, Con Ed, Cable, Food Shopping, Etc.)
n. Facilitate and mediate communication with assigned participants and landlords as needed.
o. Review lease agreement and Occupancy Agreement with participants to ensure participants are aware of, and understand the provisions of the lease and occupancy agreements.
p. Coordinate and collaborate with Finance Department to insure accurate and timely payments to landlords.
q. Facilitate substance use groups.
r. Participate in case management and professional development activities such as trainings webinars, and continuing education services.
s. Complete all other assignments.

**SALARY: TBD based on experience**

**SEND RESUMES TO:** housing@theguidancecenter.org

**HIRING SUPERVISOR:** Name: Cordetta Creighton
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