



Agency Description

Abode Services - formerly Tri-City Homeless Coalition (TCHC), an equal opportunity employer, is a community based organization founded in 1988. Abode Services offers housing programs linked to supportive services for homeless families, single adults and youth. Each Abode program integrates these two components to help clients establish permanent stability and return to productive lives. Housing options include emergency shelter, rental subsidies, transitional housing and permanent supportive housing. Supportive services consist of case management, job counseling and placement, life skills classes, financial literacy training, parenting classes, children's programs, drug and alcohol counseling, mental health counseling and support groups. Equal Opportunity Employer/Drug Free Workplace.

- * Funding for this program is through HUD and is secure
- * Must have mental health direct service experience - minimum of 4 years
- * Must have Masters in Social work or related field
- * Must have reliable mode of transportation
- * Must be able to work independently

Position: Service Coordinator, STAY Well Housing

Status: Full-time, Non-exempt

Supervisor: Supportive Housing Director

Responsibilities:

- Assist with outreach/recruitment by identifying and referring candidates who meet criteria of program and are in need of housing when openings are available in the program.
- Assist in screening all potential candidates and helping assess the potential candidate's ability to live independently.
- Provide Program Support Services and Service Coordination including: Rehab, Vocational, and Employment Assistance, general health and dental services, income support and benefits, Substance Abuse treatments, mental health services and consumer and family involvement.
- Conduct initial needs assessment and develop an individual self-sufficiency/service plan with each incoming participant, with periodic changes as the needs of the participants change.
- Assist participants in retaining housing and maximize their independence and self-sufficiency by providing linkage and referral to appropriate community services and resources.
- Conduct weekly meetings with participants to identify short and long-term goals, money management, and employment/education issues.
- Provide crisis intervention as needed and when requested by property management and/or program participants.
- Develop collaborative relationships with other local service providers and community agencies. Maintain a positive relationship with surrounding neighborhood.
- Maintain and secure comprehensive case files and prepare and submit all programmatic reports as required.

- Provide information and recommendations to the Program Director regarding program evaluation and modification to better meet resident needs, community needs, funding requirements and agency Mission.
- Provide assistance to Program Director as assigned.

Qualifications:

- Graduation from an accredited university or college in a related field, preferably MSW Degree.
- Minimum 2 years case management experience providing services to homeless or low-income individuals or families.
- Excellent communication skills both written and oral.
- Strong organizational skills, time management and attention to detail.
- Experience compiling and maintaining data records.
- Proven ability to work effectively as an individual and part of the team.
- Initiative, flexibility, self-motivated, and capacity to respond effectively in stressful situations.
- Experience with community networking and resource building.
- Must have own transportation, valid and current insurance and a clean driving record.
- Willingness to be flexible with work schedule.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.