**Supportive Services Supported Housing Specialist**

*Responsible for assisting clients secure safe affordable housing to help them maintain a stable community living environment of their choice.*

**Supervisor:** Supportive Services Supervisor or designee

**Education/Qualifications:**
- Associates Degree in Human Services Field
- High School Diploma, GED *and* at least two years of experience working in the Human Services field.
- Ability to thrive in an independent, self-guided manner
- Understanding of mental illness and co-occurring disorders, engagement strategies, wellness self-management,
- Working knowledge of services and community resources that will help the client to remain in stable housing.
- Aptitude for developing collaborative relationships with community partners
- Empathetic individual with the ability to demonstrate poise, tact, and diplomacy
- Strong oral and written communication skills
- Basic computer software knowledge (i.e., Word, Excel, Microsoft Outlook etc....).
- Valid driver’s license, acceptable driving record with auto insurance coverage as defined by agencies carrier.

**Key Job Functions:**
- Searches for safe and affordable housing for client caseload in a timely manner.
- Assist client with the application process for SSI, SSD, DSS Medicaid, food stamps, section 8 housing and any other wrap around services that will help the client gain independence
- Provide support to the client with establishing and maintaining utilities.
- Assist clients in establishing the basic independent living essentials e.g., furniture, mattress, dishes, small appliances linens etc.....
- Coordinates moving needs of clients, as necessary.
- Assist the client when necessary to settle housing related disputes with the landlord.
- Schedules 1:1’s to facilitate direct contact with the client on at least a monthly basis for the purpose of reviewing their current living environment and monitoring their mental health status.
- Maintain adequate records and provider reports and statistics as requested by the supervisor.
- Documents all visits and client contacts in the client notebooks.
- Assist clients in the understanding of public transportation schedules and locations, transport client when necessary
- Coordinates treatment and emergency intervention when and if needed, to meet the needs of the client.
- Gathers all client income verification to determine stipends.
- Maintain complete and accurate client files including records on eligibility and statistical data as required by AH&D and funding sources.
- Regularly reviews client’s personal records and finances to assure continued compliance with program(s).

**Physical Demands / Environment**
- Bending, stretching, and standing for long periods of time
- Lift, push or pull 25 to 50 pounds.
- Client residence, remote and/or office setting at location assigned i.e., Hornell, Bath, Wellsville, Dansville, Elmira, or Corning