

## Mental Health Association in Orange County, Inc.



### COMPEER / COMPEER HOMELESS COORDINATOR JOB POSTING

- I. Title:** Compeer / Compeer Homeless Coordinator
- II. Reports to:** Community Relations Manager
- III. Job Objectives:**
- Provide in-person supportive services to Compeer consumers in the community.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange.**
- IV. Qualifications:**
- High School Diploma with college coursework in human service experience.
  - Knowledge of working with individuals with mental illness and the mentally ill homeless service delivery system for these populations.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Responsibilities – Compeer Homeless**
- Coordinate and maintain the operation of the Compeer Homeless Program, providing advocacy and support to mentally ill/homeless individuals at Emergency Housing and Project Life.
  - Accompany consumers into community to participate in various social activities, i.e., shopping, dining out, or transporting to various appointments, i.e., doctor, dentist, counseling, housing, etc.
  - Provide phone contact to Compeer consumers, monitoring their progress and ensuring relationship to community support services.

- Compiling and preparing monthly and annual reports for funding source and agency. Maintaining appropriate data (case notes) for Compeer consumer files.

**VI. Responsibilities – Compeer**

- Coordinate and maintain the operation of the Compeer Visiting Program, providing advocacy and support to individuals enrolled in the program.
- Accompany consumers into community to participate in various social activities, i.e., shopping, dining-out, or transporting to various appointments, i.e., doctor, dentist, counseling, housing, etc.
- Provide phone contact to Compeer consumers, monitoring their progress and ensuring relationship to community support services.
- Compiling and preparing monthly and annual reports for funding source and agency. Maintaining appropriate data (case notes) for Compeer consumer files.

**VII. Other Duties:**

- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**VIII. Terms of Employment/Benefits:**

- Non-Exempt.
- Thirty (35) hours per week.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:  
Kelly Czvik  
Mental Health Association in Orange Co. Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [kczyk@mhaorangeny.com](mailto:kczyk@mhaorangeny.com)**