

Mental Health Association in Orange County, Inc.



SUPPORTED HOUSING PROGRAM CASE MANAGER JOB POSTING

- I. Title:** Supported Housing Program Case Manager
- II. Reports to:** Invisible Children's Project (ICP) / Housing Manager
- III. Job Objectives:**
- Coordinate and provide support services to individuals enrolled in MHA's Supported Housing Program.
- Coordinate and provide case management and support services, community habilitation and skill building to individuals who are enrolled in MHA's Supported Housing Program. All program participants have a mental illness and some have a dual diagnosis mental illness (mental illness/developmental disability).
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- High School Diploma.
 - 1 year of experience in related field.
 - ***Bilingual English / Spanish Required.***
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - 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.
 - Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- V. Responsibilities:**
- Schedule and complete intakes for potential program participants.
 - Responsible for completing all required Supported Housing paperwork and reports, including data inputting and monitoring in AWARDS.
 - Conduct monthly housing inspections/visits and annual apartment inspections with program participants.
 - Provide Supported Housing Case Management to all program participants.
 - Identify and provide between 4 to 5 hours of weekly support services (community habilitation and skill building) to program participants who have a dual diagnosis. Supports may include but are not limited to:

assisting with socialization skills, housekeeping chores, communication skills, personal hygiene, transportation needs, grooming, health promotion, money skills, budgeting, personal safety, using public transportation, leisure time, personal responsibility and problem resolution.

- Complete monthly rent chart and statistics.
- Rotate on-call responsibilities for after hours on-call schedule for Invisible Children's Project, Care Management, Supported Housing Program and Home to Stay program participants.
- Develop, promote and maintain positive relationships with landlords.
- Develop and maintain ongoing communication with landlords.
- Represent MHA at Single Point of Access (SPOA) as needed.
- Attend monthly staff meetings and trainings.
- Assist with Invisible Children's Project Program duties as needed.
- Manage caseload to maximize units of service.
- Ensure program vacancies are filled within expected time frames.
- Assume necessary job responsibilities of other Hudson House staff as needed.

VI. Other Duties:

- Provide verbal and written Spanish translation for Supported Housing Program and agency as requested (i.e. Helpline calls, walk-ins, review Spanish brochures, flyers, other materials, etc.).
- Answer Helpline minimally one (1) hour per week and more often as needed.
- 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.

VI. Terms of Employment/Benefits:

- Non-Exempt.
- Forty (40) hours per week.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:
Kelly Czvik
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczvik@mhaorangeny.com