

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE: Housing Solutions Specialist 1 **STATUS:** Non-Exempt 35 hrs/wk

DEPARTMENT: Housing and Victim Services **Location** Watkins Glen, NY

PRIMARY FUNCTIONS:

STEHP Case Manager:

The Housing Solutions Specialist 1 (HSS1) core function is to develop a financial plan to assist those at-risk, in retaining their present housing and any arrear payments for eviction prevention. The HSS1 will also assist those who are homeless in rapidly regaining housing. The case manager will identify and/or secure housing subsidies going forwards in accordance to STEHP regulations. All participants being served will receive case management provisions such as, but not limited to; direct services to consumers that are at risk of becoming homeless. The HSS1 will conduct assessments; develop and implement individual service plans; assist consumers in achieving goals; teach and/or assist consumers on establishing stable housing, communication and self-advocacy skills, assist in accessing and maintaining entitlements/benefits; assist residents in meeting the obligations of tenancy.

Runaway Homeless Youth Case Manager:

The RHY Case worker provides supportive case management to young people who are in crisis due to situations that leave them without a permanent address, case them to run away, or youth that are as risk of running away. Immediate help is in the form of temporary shelter with follow-up advocacy. The RHY Case Worker provides information on program services to youth and other community organization through personal outreach efforts.

SPECIFIC DUTIES:

STEHP Responsibilities:

1. Responsible for screening individuals and families requesting assistance with homeless prevention services, complete the intake/admissions process, determine eligibility, and communicate eligibility decision in a dignified, timely fashion.
2. Complete an initial assessment of need to ensure immediate prevention needs are taken care of to prevent homelessness and provide case management to clients to increase housing stability.
3. Responsible for file documentation in accordance with funding regulations, agency policy, procedure, or business practice.
4. Responsible for screening individuals and families requesting assistance with homeless prevention services, the case manager will complete the intake/admissions process, determine eligibility and communicate eligibility decision in a dignified, timely fashion.
5. Facilitate the integration of the resident into the community, using community-based services whenever possible.
6. Develop a financial plan of housing assistance in accordance with STEHP regulations. Meet at minimum every 30 days or as needed with participants receiving financial assistance through STEHP funding.
7. Complete accurate Housing Quality Standards Inspections (HQS) on each location in receipt of STEHP funding, identify the best housing available at a rate equal to or less than the published. FMR and certify habitability through STEHP defined inspection process.
8. Maintain all necessary records in Housing Information Management System (HMIS) and appropriate physical files; maintain confidentiality of record content.
9. Complete 6 month housing stability follow up.
10. Act as a resource to ensure that the resident has access to services and to insure that the rights and confidentiality of the resident are not overlooked or denied.

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RHY Responsibilities:

1. Respond quickly to report of a youth that has run away from home or is homeless by meeting with and advocating for youth.
2. Determine the immediate needs of the youth in crisis and provide the appropriate aid.
3. Locate immediate shelter for youth either back with his parent or guardian or with a transition family.
4. Develop plan with youth for personal development and appropriate on-going social services.
5. Refer youth to appropriate social service agencies that can assist the youth with moving toward reconciliation with the parent or guardian.
6. Recruit and have available at least two transition families at any given time.
7. Develop rapport with parent/guardian and guide them to services as needed to aid in the reconciliation with their child.
8. Provide back up support for the Schuyler County PINS Diversion Program.
9. Develop awareness/promotional materials that inform youth of the program.
10. Build an awareness in law enforcement, education and other social services officials of the help available to youth in the RHY program through educational presentations and communications materials.
11. Complete 40 hours of program specific training annually.
12. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Program Supervisor-Housing and Victim Services

QUALIFICATIONS:

Associates' degree in Human Services or a related field.

Two years' experience in human service or related field, experience with aiding persons in crisis, trained in positive youth development concepts.

A combination of education and experience may be substituted at the discretion of the Executive Director.

SPECIAL REQUIREMENTS:

- Child Abuse Central Registry Clearance.
- 24/7 Emergency On-Call

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Ability to understand the concept of "mandated reporter" and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect.
- Correctly follow procedures for mandated reporting and responding.
- Background checks may be required per program regulations.

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- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;