

Catholic Charities of Chemung/Schuyler
POSITION DESCRIPTION

POSITION TITLE:	Housing Assistant- La France	STATUS: Non- Exempt
DEPARTMENT:	Gateways- La France	W/C#: 8865
EEO #:	9	GRADE LEVEL:

PRIMARY FUNCTIONS: Provide continuity of service through hands-on instruction/assistance to participants, as needed in area's intended to promote housing stability and independence. Ensure the safety and wellbeing of all participants. Assist and support the duties, tasks and responsibilities of the Senior Housing Case Manager as directed, as well as during his/her absence.

SPECIFIC DUTIES:

1. Provide assistance, instruction and oversight to the participants with the areas of daily living and skill development.
2. Provide immediate direction and support to participants by addressing participant issues and providing appropriate and necessary assistance with regard to crisis situations, as they arise.
3. Report and document all incidents, first aid treatments, medical emergencies, or other crisis according to policy and procedures.
4. Maintain documentation in daily logs/participant progress notes that pertain to significant events, progress toward goals, daily struggles, difficulty with other participants/neighbors, collateral contacts with participant providers, and staff interactions with participants as well as shift logs, and participant contacts throughout shift.
5. Review daily case notes and incident reports to familiarize yourself with the activities and status of all ESSHI participants.
6. Maintain clear and regular dialogue with all staff, to ensure continuity of care is maintained.
7. Follow agency safety, and emergency protocols.
8. Be apprised and familiar with the participant emergency contacts, hotline protocol and the location of emergency supplies at facility, utilizing police, crisis and hotline interventions as necessary to ensure the safety and well-being of all participants.
9. Ensure that people exercise their rights and that rights are not restricted without due process.
10. Ensure people are treated with dignity and respect.
11. Maintain and expand skills and knowledge relevant to providing high quality support and services, keeping abreast of and following program policies and procedures.
12. Appropriately communicate all pertinent information during the work shift and from shift to shift to other team members and/or assigned supervisor.
13. Ensure facility is never left unsupervised during scheduled shifts, never leaving the facility unattended.
14. Assist participants with transportation, as deemed necessary by program practice; including scheduled appointments or emergency needs should they arise.
15. Maintain agency vehicles in a safe, clean and functional condition, reporting any concerns or problems to an immediate supervisor.
16. Attend all mandatory staff meetings, staff development trainings and mandatory compliance training.
17. Maintain flexibility in work schedule based on needs of participants; including working overtime, non-traditional hours and/or covering additional shifts on an emergency basis.
18. Perform other duties as assigned.

TITLE OF DIRECT SUPERVISOR:

Senior Housing Case Manager

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QUALIFICATIONS:

EDUCATION: Highschool Diploma/GED

EXPERIENCE: Two years previous experience directly with participants in the mental health field, preferred.

ADDITIONAL REQUIREMENTS:

- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- 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 of 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.
- Demonstrated knowledge of program compliance, regulations, and requirements of funding sources, HIPAA, and with the policies of Gateways Community Living Program including the Catholic Charities Confidentiality Statement.

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;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature:

Date:

Printed: