



JOB TITLE: Self Sufficiency Specialist

SUPERVISOR'S TITLE: Program Director

DEPARTMENT/LOCATION: Transitional Housing Employment Program

SALARY RANGE: \$40,000.00 - \$42,000.00 yearly

BENEFITS: Full time applicant will work 88-hours per pay period; accrued sick time, vacation and paid holidays off. Health Benefits after completion of 90 Day Probationary Period and 401K plan opportunities after a year of employment with our agency.

POSITION DESCRIPTION:

This position works to ensure ongoing support of participants as they work toward enhancing life skills, self sufficiency, and finding permanent housing. This position requires working independently, as a team member, and as part of the agency. Be responsible for the supervision, training, and development of a team of staff involved in the delivery of the Life Skills Curriculum. Be directly involved in the Life Skills component of the program including curriculum development, community networking, and consultation to achieve an integrated best practice approach to service delivery. The Self Sufficiency Specialist provides services that help clients gain access to needed medical, social, vocational, and employment services. This includes direct assistance in gaining access to services, coordination of care, case management, and linkage to appropriate services. Case Managements includes: (1) assessment of the eligible clients to determine service needs; (2) development of an individualized service plan; (3) referral and related activities to help the client obtain needed services; (4) monitoring and follow-up; and (5) evaluation. Case Management does not include direct delivery of medical, clinical, or other direct service

MAJOR DUTIES AND RESPONSIBILITIES:

1. Work cohesively with CRC THEP staff in meeting clients' needs.

Employee accomplishes this responsibility by completing the following tasks:

- a. Develop and implement Individual Case Plans for each client under his/her caseload with the purpose of guiding individuals to self-sufficiency.
- b. Provides supportive services, information, referral and advocacy on the client's behalf.
- c. Connect individuals to community resources necessary to improve life situation including vocational training, job training, employment, and etc.
- d. Provide life skills training to clients. Teach and model appropriate life skills.
- e. Provide crisis intervention and conflict mediation.
- f. Maintains client files according to Community Rightful Center THEP Standards.
- g. Ensures that assigned program initiative(s) are implemented, monitored and evaluated where applicable to your position.

2. Coordinate on-going operations at your designated site.
 - a. Provide advocacy for clients when necessary.
 - b. Enforce policies and procedures, adhering to CRC guidelines.
 - c. Assist with office support services.
 - d. Work to foster an attitude of support and safety for clients by communicating and enforcing program procedures and policies.
 - e. Provide transportation in program vehicle and accompany clients as needed.
 - f. As needed, facilitate weekly community meetings.

3. Help coordinate volunteer efforts of individuals and groups, as needed.
 - a. Contact volunteers regarding schedules.
 - b. Oversee specific volunteer projects as needed.

4. Participate in supervision, consultation, staff meetings and in-service training.
 - a. Meet individually with supervisor for supervision on a regular basis.
 - b. Participate in weekly staff meeting.

5. Keep professional knowledge and skills current.
 - a. Undergo training to enhance knowledge and skills needed to do the job better.

6. Promotes Community Rightful Center's Vision & Mission Statement.
 - a. Attends meetings and trainings as indicated; including agency staff meetings; liaisons with other social service agencies to advocate for the program and clients.
 - b. Available to educate and attend community fairs and events as requested by your supervisor.

7. Treats clients in a culturally sensitive manner, assuring that community Rightful Center's commitment to diversity and cultural competency is maintained.

8. Other duties and/or special projects as assigned.

MINIMUM QUALIFICATIONS:

1. Degree in Social Work, Psychology, Human Services or two years' direct human service experience working with the target population.
2. Experience working with homeless individuals.
3. Ability to effectively interact with coworkers and clients with diverse ethnic and cultural backgrounds and treat each individual with respect and dignity.
4. Must have knowledge of area housing resources, human service agencies and community groups.
5. Must have necessary computer skills to accomplish duties.
6. Must possess CPR/First Aid/Valid Driver's License.
7. Willingness and ability to make sound judgment without on-site supervision.
8. Ability to relate well to staff and residents from a diverse racial, ethnic and/or cultural background.
9. Commitment to developing and safekeeping a workplace, which values and supports a culturally diverse work environment.

STATEMENT OF UNDERSTANDING:

I have read the above requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the worksite. I further understand that signing the job description does not constitute a written or implied contract of employment.

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature

Supervisor's Title

Date

I certify that this job description is an accurate description of the responsibilities assigned to this position.

President & CEO's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the agency's organizational structure. The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.