



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST

POSITION AVAILABLE

POSITION: Housing Counselor

PROGRAM: OASAS-MRT-PSH

HOURS: 9:00am- 5:00pm Monday – Friday.
May includes some weekend hours

REQUIREMENTS:

- Minimum of a BA/BS in a related field/Master's Degree preferred
- CASAC-T/CASAC
- Two years working experience in the Mental health system/Substance Use Field
- Work with diverse population
- Must have a valid NYS driving license and driving record that meets the organization and their respective insurance company's driving requirements at all times

SKILL/ABILITY:

- Ability to coordinate and prioritize various tasks
- Writing, communication and computer skills
- Ability to speak Spanish helpful
- Knowledge of HIV/AIDS helpful
- Capacity for public speaking
- Knowledge of community and community resources
- Awareness and ability to utilize Motivational Interviewing techniques
- Ability to work collaboratively with stake holders

JOB DESCRIPTION:

- a. Provide person centered culturally appropriate case management services to assigned participants in OASAS Permanent Supported Housing Program.
- b. Function as a team member through attendance of weekly staff meetings
- c. Provide community outreach and home/office visits weekly/biweekly/monthly or as appropriate.
- d. Conduct screening and intake for eligible participants.
- e. Complete Substance use Assessments as part of the intake process.
- f. Assist participants in applying for Section 8 certificate or other appropriate Housing referrals.
- g. Assist and accompany participants to DSS & Social Security Administration for entitlements, as needed to apply for and secure benefits.

- h. Provide referrals and linkage of participants as needed to substance use treatment, vocational training, and various community resources and conduct appropriate follow-up. i.e. Health Home and Care Coordination providers.
- i. Evaluate apartment's conformance to Housing Quality Standards for safety and habitability.
- j. Maintain assigned charts
 - Progress notes (Monthly)
 - Service Plans (Updated every three months)
 - Participants consent forms (Yearly or as needed), and
 - Other required documentation (Face sheets, enrollment form, rent calculation, and etc.)
- k. Provide supportive counseling to participants on caseload.
- l. Act a liaison with other service providers to help ensure appropriate service delivery.
- m. Assist client in developing and maintaining a budget for paying their bills such as, (Rent, Con Ed, Cable, Food Shopping, Etc.)
- n. Facilitate and mediate communication with assigned participants and landlords as needed.
- o. Review lease agreement and Occupancy Agreement with participants to ensure participants are aware of, and understand the provisions of the lease and occupancy agreements.
- p. Coordinate and collaborate with Finance Department to insure accurate and timely payments to landlords.
- q. Facilitate substance use groups.
- r. Participate in case management and professional development activities such as trainings webinars, and continuing education services.
- s. Complete all other assignments.

SALARY RANGE: *TBD*

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