

FITZMAURICE COMMUNITY SERVICES, INC.
Job Description – Housing Support Service Worker

JOB TITLE: Housing Support Service Worker

POSITION TYPE: MH Direct Service

REPORTS TO: MH Program Director

DIRECTLY SUPERVISES: N/A

INDIRECTLY SUPERVISES: N/A

GENERAL SUMMARY: (General Purpose of the Job)

Assisting mental Health Consumers with obtaining and maintaining housing in the community. Assessing community resources, establishing relationships with landlords and housing authorities. Developing and implementing consumer education and supports.

ESSENTIAL FUNCTIONS: (Primary Responsibilities)

These are the primary responsibilities of the position.

1. Implement consumer service plans which may include but not limited to the following areas:
 - Household management training
 - Financial Planning and management
 - Daily living skills training
 - Housing location assistance
 - Moving coordination
 - Moving assistance
 - Tenant / Landlord relationship assistance
2. Assess consumer needs on an ongoing basis
3. Maintain consumer records
4. Manage and supervise housing supports for one existing location on an ongoing basis

SECONDARY FUNCTIONS:

These are the functions that are incidental or non-primary functions of the position

1. Provide transportation
2. Set up various appointments with consumer
3. Attend all assigned trainings
4. Assisting other program sites, responsibilities will vary

QUALIFICATION STANDARDS:

- High School Diploma or equivalent
- Valid Drivers License
- Social Service Experience and Household Management Skills
- 18 years or older – 21 years or older for Personal Care Homes

JOB REQUIREMENTS:

- Candidate will have ability to function as a team leader.
- Candidate will have ability to handle multiple priorities, organized and energetic.
- Candidate will be able to empower and understand and be familiar with services available in the community that meet the needs of consumers.

ACCIDENT OR HEALTH HAZARDS: (Associated with Position)

- Acting out behavior of consumer could result in aggression.

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