



MENTAL HEALTH SERVICES
FT-Supportive Housing Coordinator
Norwalk Program
April 29, 2019

Supportive Housing Coordinator

Position Summary: Functions as a lead case manager and liaises between property management and clients residing in permanent supportive housing. Assesses level of functioning in various activities of daily living and provides appropriate teaching strategies, role modeling, and/or prompting to build upon skill deficits and enhance strengths necessary for successful maintenance of permanent living. Provides consultation to property management staff regarding client rents, housing barriers, support needs, and facilitates referrals to outside providers as needed. Attends staff meetings, community meetings and meetings with family members when needed. Coordinates contract performance measures with Program Director. Performs other duties as assigned. **EOE**

Job Requirements: Master's degree preferred with one to three (1-3) years of experience in behavioral health field. Bachelor's degree considered with three to five (3-5) years of experience in related field. Prior experience working with people with severe and persistent mental illness and/or addiction disorders is required. Valid Connecticut Driver's license is required. Scattered site and non-24 hr. program positions require the employee to maintain reliable transportation and be willing to transport clients in personal vehicles. First Aid/CPR certification or willingness to obtain certification within 90 days of hire. Employee is responsible to maintain ongoing certification. Proficient computer skills required, including Microsoft Office and electronic record keeping. Knowledge of the community support system and resources is preferred.

Programs:

Norwalk/South Main Program

FT 40hrs

Schedule:

Mon-Fri 8a-4p

Please forward letter of intent along with updated resume to:

Toni Carlton-Human Resources Manager

TCarlton@continuumct.org Or Fax: (203) 777-9645