

Position Description: Housing/Transportation Specialist

Duties and Responsibilities:

1. Identifies and engages clients with housing/transportation needs.
2. Develops networking relationships with landlords, housing authority and transportation companies to ensure resource availability.
3. Links clients to resources based on housing/transportation needs.
4. Participates in treatment team meetings to assist with care coordination.
5. Documents client contacts in the electronic health record.
6. Completes documentation including service delivery within established time frames.
7. Complies with all agency policies and procedures.
8. Attends required trainings.

Qualifications and Other Skills or Knowledge Requirement: High School Diploma required. Ability to communicate effectively orally and in writing, and with persons of diverse backgrounds and perspectives. Understanding and consistent articulation and practice of recovery principles, person-centered care, motivational interviewing, and trauma informed care. Familiarity with community resources.

Supervisory Relationships: Reports to the Project Director

Amount of Travel and Any Other Special Conditions or Requirements: Regular local travel. Must be 21 years of age. Valid driver's license and proof of auto insurance required.

Salary Range: \$16 to \$16.96 per hour

Hours per Day or Week: 40 hours per week.