

HOUSING WORKS JOB DESCRIPTION-MIST CASE WORKER

Job Title:	<u>MIST Case Worker</u>
Reports to:	<u>Regional Supervisor</u>
FLSA Status:	<u>Non Exempt</u>
Revised Date	<u>8/1/20</u>

Organization

Housing Works' mission is to create housing and service options that model sustainable, environmentally sensitive, affordable communities with people of limited resources in an atmosphere of respect and dignity. Housing Works is a nonprofit corporation governed by a Board of Directors and is funded primarily through grants and private donations.

Reports

The MIST Case Worker reports directly to the Director of Programs or the staff member designated by the Director of Programs.

Responsibilities and Duties

- Coordinate and implement mental health and recovery support services with individual participants (*participant/tenant workload of 30 – 60 individuals and/or families per dyadic team*);
- outreach to the streets, shelters, and hospitals- to engage chronically homeless persons, and using Housing First strategies and Harm Reduction- to move them into permanent housing;
- develop effective, trusting relationships with participants/tenants- with a focus on facilitating housing placement and stability, independence and maintenance of improved physical and mental health;
- assist in the screening, assessment, and application of tenants including orientation to housing policies, resources, and goals;
- work with each tenant to develop a Goals and Plans for Success (GPS), to be reviewed and updated quarterly;
- learn and utilize the project's database software; maintain up to date, accurate, and complete data and notes as required by the project and its funding sources;
- assist housing management staff to fairly and effectively enforce tenant policies and rules;
- maintain a current, thorough knowledge of community resources and utilize these to facilitate comprehensive service support to tenants;
- assist in involving tenants in daily activities and scheduled appointments- facilitating socialization, health maintenance, sense of community, and progress in recovery;
- work cooperatively and cohesively as a multidisciplinary team with other community service providers, including participation in staff meetings and staff trainings;
- articulate and implement the Integrated Supportive Housing approach to providing services in PSH;
- participate with administrative staff, in program evaluation and modification;

- clearly articulating a positive vision for the mission of Housing Works.

Qualifications and Experience

- Strong focus on organization's mission and commitment to a preferential option for the poor;
- strong focus on contributing to the development of supportive housing as a unique discipline and a desirable career path;
- ability/willingness to work in a flexible, tolerant, diverse, community setting;
- ability/willingness to work with individuals and families who have mental disabilities and/or substance addictions; as individuals, survivors and persons with rights, dignity, and a self-determined future;
- preferred experience working with homeless adults, preferably those struggling with mental illness and/or substance addictions;
- preferred experience working in permanent supportive housing;
- education- prefer BA or Masters; life experience counts as well;
- required a good to excellent ability to write formal letters;
- a good sense of humor, self, confidence;
- experience in and ability to work cooperatively and effectively with people from various class, ethnic, racial, sexual minority backgrounds;
- ability/willingness to work/share critically and self-critically;
- ability/willingness to work in the community and to be an active member of the community
- ability/willingness to be a fully participating staff member of a pioneering, ever changing/responding/building/evaluating agency (i.e., minimally- *flexibility in work schedule, tasks and temperament*);
- must be computer literate in word processing and database;
- must have current, valid California Driver's License and insurable by Housing Works;
- have an automobile that is in good running condition, and able/willing to use it at work.

Education

Applicants must have a minimum of a baccalaureate degree in a related field and/or three years of case management experience.

Salary and Benefits

Salary is commensurate with individual skills and experience. Health benefits