



Santa Barbara County AmeriCorps Partnership For Veterans & People Experiencing Homelessness



Mental
Wellness
Center

RECOVERY • EDUCATION • FAMILY SERVICES



Housing Specialist Position Description

Position: Collaboration with the Mental Wellness Center to provide support and resources to individuals experiencing mental health issues and/or homelessness.

Seeking: 1 Full-time member serving 35-40 hours/week, 1700 hours total to be served between September 1, 2017 and August 31, 2018. Monthly stipend paid during term of service: \$1,236. Education award received upon successful completion of term: \$5,815. Typical Schedule M – F 8:30am – 5:00pm

Activities Included:

- Meet with clients at Mental Wellness Center's Resource Center during drop-in hours and during scheduled appointments
- Work with clients on goals pre-determined by case managers and assist in establishing goals to meet their needs moving forward
- Assist clients with housing applications and applications to various social services, public benefits and resources (ie: Cal Fresh, Medi-Cal, SSI, etc.)
- Assist with reunifications as appropriate
- Use shared online databases to update information on individuals
- Complete VI SPDAT assessments as part of intake process for homeless individuals
- Distribute basic supplies to clients
- Observe all HIPAA and confidentiality laws and regulations
- Partner with local trainings as needed and required by the program

Skills Desired:

- Strong interpersonal skills
- Writing and editing skills
- Technological competency including use of Microsoft Office, web-based software, online databases and internet
- Prior knowledge of county resources and benefits is helpful, but not required
- Prior experience working with people with mental illness and/or substance abuse issues would be beneficial but is not required
- Must have a valid California Driver's License and automobile insurance

Other Information:

Hours per week based on 48 week year. 2 weeks per year can be taken off for personal or sick time. Members can take these days off in whatever fashion they'd like that is agreed upon by their site supervisor and program staff. Program observes 9 designated holidays.

This program is administered by CaliforniaVolunteers and sponsored by the Corporation for National and Community Service



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