Tri-County Board of Recovery and Mental Health Services
Position Description

Job Title: **Residential Coordinator** ***(Position assigned to Community Housing agreement)***
Reports To: **Director of Community Housing**
FLSA Status: **non-exempt**
Prepared By: **Terri Becker, Executive Director**
Prepared/Updated: **December 2024**

Summary Works directly with individuals with severe mental illness and Substance Use Disorder (SUD) in order to assist them in securing and maintaining safe and affordable housing. Monitor assigned housing units and other residential settings. Works from a Recovery Model.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provide outreach to persons with mental illness or SUD who are homeless or may become homeless or need housing assistance, and work in conjunction with or facilitate the involvement of other agency personnel in coordinating services for these individuals.

Assist clients with maintaining housing arrangements by computing household budgets. Complete rental agreements with clients as needed.

Ensure client is eligible for services completing admission documentation and verifying income.

Assist clients with application for benefits and/or employment if needed.

Conduct apartment inspections.

Assure that transitional units are kept clean and clutter free. May require light housekeeping duties to prepare rooms between residents.

Regularly review client charts including maintaining progress notes in a timely manner. Assure that current releases of information are maintained.

Complete all necessary documentation per corporate, Tri-County Board or State requirements.

Serve as liaison between consumer and referral sources.

Participate in the rotation of on-call duties as assigned.

Maintain all documentation centrally in order to facilitate backups and access to documents as needed.

Conduct placement interviews, make the placement, and complete all corresponding documentation for approved placements and ongoing redeterminations.

Help ensure the safety of clients and caregivers by reporting and assisting if possible to resolve potentially dangerous situations.

Monitor the ongoing provision of services from community agencies and keep the case management and provider agency current with the progress of clients. Assist in the management or provision of supportive services where appropriate.

Participate in other committees and organizations as assigned with our community partners, agencies, etc. Educate the public about available services and advocate for consumers and the reduction of the stigma attached to mental illness when appropriate. Remain current on statewide or local initiatives relating to housing, mental illness, SUD and homelessness.

Maintain professional and technical knowledge by attending educational workshops, meetings and conferences as assigned.

Participate in Community Housing's meetings as assigned.

Develop and monitor exit strategies and/or support services, in cooperation with community behavioral health staff, for deinstitutionalization of an individual from jails, prisons, group homes and other institutional settings. Conduct reentry strategies including interviews and structuring and connecting returning prison and jail offenders to local services, supports, housing and benefits.

Work closely with community agency staff to support individuals with mental illness and substance use disorders and promote high quality and effective services by strategizing and promoting communication and cooperation.

Supervisory Responsibility
This position has no supervisory responsibilities.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education and/or Experience
Associate's degree in a behavioral health or similar field. Two to four years related experience or equivalent combination of education, training and experience is required.

Knowledge, training, or education in mental illness, drug, alcohol and medication use and abuse, criminal justice and general knowledge of eligibility for and applicable State entitlement programs preferred.

Demonstrate basic computer skills.

Language Skills
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Communicate effectively with various populations.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to define problems and solve them appropriately and effectively, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and deal with several abstract and concrete functions.

Certificates, Licenses, Registrations
Current driver's license. Other certificates/licenses that may become necessary to perform the essential duties of the position.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl, and must be able to navigate flights of stairs in homes or apartments unassisted. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision requirements of this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock, insects and infestations. The noise level in the work environment is usually moderate. The employee is expected to travel throughout the service area as a part of this job and may at times be required to travel outside the service area. The employee may be exposed to communicable diseases and insects such as bedbugs.