Supported Housing Specialists* Access: Supports for Living
Monticello, NY

Overview: Access: Supports for Living is seeking Supported Housing Specialists in Monticello, NY.
The Supported Housing Specialist (Site Based and Scattered Site) will function as an assistant to the case manager to perform a variety of tenant support functions. The staff will be responsible
for documenting client interaction. Candidate will work flexibly but primarily Monday - Friday; possible evening or weekend hours when necessary to meet the needs of clients. This position can work either at our Site Based Housing sites, in the community, or in combination.
In this role you will:
Selectively provide transportation for clients to medical appointments / shopping and other appointments deemed necessary by the Supervisor.
Assist in rent collection and skills development for any of the tenants residing in Temple Hill apartments in the Supported Housing service.
Assisting with monthly newsletters, facilitating job fairs, assisting job coach, back up case manager, finding trainers to hold classes on budgeting, food prep, etc., client support, assisting clients with goal achievements, conflict resolution, teaching responsibility of paying bills, create activities for tenants, and link to resources in community.

Major Skills Required to perform the job:
Computer Skills
Organizational Skills
Empathy
Excellent interpersonal and engagement skills
Lived Experience Preferred

Requirements:
Clean and insurable valid NY State Driver License
Reliable Vehicle
minimum of 2 years related experience

ALL POSITIONS ARE SUBJECT TO A CRIMINAL BACKGROUND, FINGERPRINTING AND MOTOR VEHICLE REPORT CHECK.

Bilingual English/ Spanish Speaking a plus

Related associate degree or bachelor's preferred

Shift, Salary, and Benefits: This is a Full-Time position 40 hours a week, $17.50 hour, Benefits include: Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply go to https://accesscareers.ttcportals.com/