



<b>Job Title:</b>	Housing Specialist Homeworks	<b>Travel Required:</b>	w/in NYC as needed
<b>Location:</b>	369 E. 148 <sup>th</sup> Street, Lower Level	<b>Position Type:</b>	Two Full Time 40 Hours a week
<b>HR Contact:</b>	Mbarbarash@balticstreet.org	<b>Date Posted:</b>	May 24, 2018

### Job Description

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc. seeks applicants for the position of Housing Specialist. The incumbent will provide supported housing services to adults diagnosed with mental illness in the Bronx and Brooklyn. Join an innovative agency providing services through empowerment. Must possess the ability to reason clearly and make sound judgments. The ability to communicate clearly and effectively and to establish and maintain satisfactory relations with others is a must.

### Minimum qualifications:

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. Able to travel by mass transit, bus and subway, up to 6 rides in a day.

Able to climb and descend up to 6 flights of stairs. Able to walk distances of up to 8 blocks from office to mass transit, or to client apartments. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors.

**Title: Housing Specialist/Peer Advocate**

Program: HomeWORKS

Hours of Work: Full-time 40 hours per week.

Source of Supervision: Division Director

## **Essential Functions:**

1. Assist residents in finding and keeping preferred housing.
2. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
3. Establish and maintain good rapport and working relationships with residents.
4. Contribute to the formulation and implementation of individual housing support plans.
5. Aid and encourage residents to meet the established goals of their housing plans.
6. Encourage resident decision-making.
7. Report problems and behavioral changes to supervisor.
8. Provide information, referral and advocacy.
9. Work cooperatively with all internal and external entities.
10. Ensure the protection of all client civil liberties, rights and property.
11. Attend all staff meetings.
12. Document all contacts, in writing, in case files.
13. Maintain accurate, up to date case files and other reporting requirements.
14. Participate in supervisor meetings.
15. Visit apartment sites at least once per month.
16. On call responsibilities, where applicable.
17. Ensure clients are transported to needed services in a timely manner.
18. Maintain valid American Red Cross/American Heart Association CPR/First Aid certification, if applicable.
19. Maintain and protect the confidential nature of all matters related to this position.

## **Other Duties:**

1. Participate, when appropriate, in training sessions designed to enhance growth and skill development.
2. Performs other reasonably related duties assigned by the immediate supervisor or other management staff as required.

Baltic Street AEH, Inc. does not discriminate in its hiring practices on the basis of race, creed, color, gender, sexual orientation, age, national origin, religion, veteran status or disability. If you would require an accommodation in how you would perform the essential functions of the position as described, please inform your interviewer

## **To Apply Contact:**

Marianna Barbarash, Director of Human Resources

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