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## Supportive Housing Advisor

### Hiring organization

RISE Life Services

### Description

Under the direct supervision of the Program Coordinator and Program Director, the Supportive Housing Program Advisor assumes all operational responsibilities for the Supportive Housing Program, which is comprised of seven scattered sites within the Mental Health Program.

### Date posted

May 26, 2020

### Responsibilities

Function as the "landlord" on behalf of RISE Life Services

Leads the Admissions/Discharge process as outlined in RISE protocols

Stay abreast of changes within the Supportive Housing Program put forth by the Office of Mental Health (OMH), initiate team meetings to successfully roll-out the most up-to date information

Maintain records surrounding Sublease, Tenants Rights, Grievance policies, MHRM, Support Plan/Reviews, Collaterals, and monthly contact notes for 21 individuals.

Meet with each tenant face-to-face minimally once/month increasing visits based on needs, contact must be completed in their home quarterly.

Knowledgeable in providing HCBS services; Roll-out this initiative within the Supportive Program

Connect tenants to community resources

Verify income information for all tenants at least one a year

Assist tenants in actively seeking Section8/Community permanent housing

### **Qualifications**

College Degree in Human Services preferred, Associates Degree or its equivalent in college credits acceptable with at least 2 years of experience working within the Mental Health field.

Case Management experience preferred. Knowledge of HCBS preferred.

### **Job Benefits**

Health/Dental/Vision Insurance

Vacation/Personal/Sick Paid Time Off

Education Tuition Assistance

401k

Flexible Spending Account (FSA)

Life Insurance

Verizon Discounts and More!