

Centennial Mental Health Center, Inc.
Job Description

Job Title: Housing Specialist
Reports to: Program Manager
Status: Non-Exempt

Job Class: Administration
Grade: 5

POSITION SUMMARY

Centennial Mental Health Center seeks a Housing Specialist to coordinate and place families and individuals in housing programs, and deliver comprehensive, intensive, short-term clinical-based case management for adults experiencing chronic homelessness and living with severe mental illness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts housing orientations, Housing Quality Standards inspections, lease-ups, annual re-certifications and interim re-certifications for the Housing Choice Voucher program, State Housing Voucher program and Centennials Fourth Street House Property.
2. Serves as a resource for Centennial staff in the area of housing and homelessness.
3. Assesses, monitors and follows up with clients ability to meet basic needs.
4. Works with the client to access appropriate community resources as needed to maintain their ability to remain in the community setting
5. Provides short-term, intensive, strengths-based case management services to homeless persons living with severe and persistent mental illness.
6. Participates in meetings, in-services and supervisory sessions as required.
7. Performs other duties as assigned.

JOB REQUIREMENTS

EDUCATION

Bachelor's degree in human services, social work, psychology or related field.

EXPERIENCE

Two (2) years outreach experience with homeless populations preferred. Or two years in a related direct human service field working with under-served population.

ABILITIES, KNOWLEDGE, SKILLS

Ability to work well with a culturally diverse and special needs population, maintain appropriate boundaries and identify and nurture strengths. Knowledge of community resources, social security and other disability/resources a plus. Excellent written communication and editing skills with strong organizational abilities and meticulous attention to detail. Strong skill set to manage several projects simultaneously, set priorities, problem solve and meet deadlines. Self-motivated and able to work well independently as well as with others. Able to interface positively with local community agencies, in the interest of client services. Computer literacy to include basic skills in e-mail communication and word processing. Ability to travel within Centennial's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date

HOUSING PROGRAMS

The following list describes four housing programs offered to clients who are homeless, near homeless, in need of a higher level of care or are in need of rental assistance.

4th Street House - located in Sterling is for individuals 18 years and older with a primary mental health diagnosis. Individuals must meet disabled criteria, as verified by a doctor, AND or a SSDI award letter. Requirements for 4th Street include being an open client with Centennial and actively participating in their treatment plan. 4th Street House is independent living with protective oversight. Services offered include medication monitoring/administration and skill building activities – such as housekeeping, laundry, job search, meal preparation and or money management. Rent is based on the applicant's income. Individuals can come have zero income at time of admission; however the required minimum deposit is \$50.00. Applicants must pass a CBI and sex offender registry check.

Individuals who have been convicted of methamphetamine manufacturing and are required to register as a sex offender have lifetime exemptions from receiving HUD housing services. In addition to the current State law regarding possession of marijuana, Federal law trumps State and local law, therefore it is not allow and individuals could lose their housing as a result of possession.

The Division of Housing Section 8 Housing Choice Vouchers – Centennial administers 20-25 Section 8 Housing Choice Vouchers in the 10-county service area. Individuals and families may apply for these vouchers when the waiting listing is open. Once an applicant is drawn from the waiting list and meets initial eligibility they are issued a voucher and the process of searching for safe suitable housing that is within the voucher size and payment standard for the family begins. Rent is based upon the family income. Centennial's preferences are for those who are considered disabled and homeless. Disability is verified by a doctor, AND or SSDI. A person can receive SSI, but there needs to be further verification as several individuals receive SSI for varying reasons other than disability. Individuals must pass a CBI, sex offender registry check and not be listed in HUD's data base with a recent housing termination or having a debt owed to another housing entity in the US.

Individuals who have been convicted of methamphetamine manufacturing and are required to register as a sex offender have lifetime exemptions from receiving HUD housing services. In addition to the current State law regarding possession of marijuana, Federal law trumps State and local law, therefore it is not allow and individuals could lose their housing as a result of possession.

The Office of Behavioral Health and Division of Housing State Housing Vouchers - Similar to the Division of Housing Section 8 Housing Choice Voucher program, this program requires the applicant to be considered homeless - this must be verified by someone other than a family member, they must also have a mental health and/or substance use disorder diagnosis. One way this program differs from the Section 8 Housing Choice voucher program is no requirement for a criminal background check or sex offender registry check on the applicant, if there are family members over the age of 14 on the application they must pass a sex offender registry check, other adult family members on the application must pass both the CBI and sex offender registry check. This program will also pay the full deposit, equal to the monthly amount of rent. Another requirement of the program is they must be an open client with the local mental health center and actively participate in their treatment plan. If the individual stops or completes treatment, the voucher goes away. The goal during the course of treatment is to find a long-term housing solution that meets the individual/family needs. This program has two focuses, one is intended for individuals leaving the State Hospital type settings and reintegrating into the community and two is for those chronically homeless and behavioral health needs. The intent is to provide intensive services to help them be successful. The State Housing Voucher program works financially the same way as the Section 8 Housing Choice Voucher does, where the family pays rent based on their income. Applications can be accepted at any time.

PATH Program – This program is to provide outreach and case management services to hard-to-reach homeless individuals with severe and persistent mental illness. Outreach activities are done to identify those persons in the community who are homeless, for the purpose of connecting them to community mental health services. Case management services are offered by partnering with homeless individuals to access housing and needed service, coordinate the delivery of services in accordance with the service plan, provide follow-up and monitor progress. Referrals are made as the individual transitions to mainstream services (Section 8, Medicaid, SSI/SSDI, AND, VA, community mental health center and substance use disorder programs) that end their homelessness.