



Job Description

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda, Santa Clara, San Mateo, Santa Cruz, and Napa Counties. This position will provide services in Santa Clara County.

Abode Services, one of the Bay Area's largest and most effective nonprofits working to end homelessness, is seeking a full-time **Wellness Specialist** to work with chronically homeless individuals moving into a new Permanent Supportive Housing project. The Wellness Specialist assist individuals who are chronically homeless as part of a team that will engage, house and provide wrap around clinical supportive services to 135 chronically homeless, vulnerable individuals who have Serious Mental Health Disorders, Substance Use Disorders, and/or Chronic Health Conditions.

This housing program will lease up in October 2018. The initial staff who come on board will outreach to potential applicants on the street and assess their vulnerability utilizing the Vi-Spdat tool. As residents are referred for this project, initial staff will support applicants with collecting their initial housing documents, connecting to resources, finding interim housing, going through the application process, and moving into housing. They will then be part of the on-site service team who provide services on-going to people living at 2nd St Studios.

****In your cover letter, briefly describe your personal life experience with recovery from addiction, homelessness, and/or mental health diagnosis.***

Responsibilities:

- Provide outreach and engagement to homeless adults to locate persons identified for this program, in the spirit of “doing whatever it takes.” Locations include but limited to encampments, parks, shelters, treatment facilities, jail, court, etc.
- Help to re-engage participants who are enrolled in the program who have lost contact with the team.
- Assist in interviewing and completing initial intakes with clients, gathering and assembling related information, and maintaining appropriate records and files. Maintain thorough and concise case notes.
- Assist in linking participants with community treatment services for mental health, substance recovery, physical health care, financial assistance, educational and employment services, housing, advocacy, socialization activities, and other services.
- Assist participants with establishing goals and strategies for increasing self-sufficiency. Assist participants with accessing public benefits (i.e. General Assistance, Food Stamps, and SSI).

- Support participants as they navigate the criminal justice and court systems. Advocate for participants by interacting with judges, court mental health staff, public defenders, etc.
- Help participants develop WRAP plans.
- Provide support, role modeling, and coaching to participants in the program.
- Attend clinical, administrative, and case conferencing meetings as dictated by the program supervisor.
- Enter all data on time and correctly to support program evaluation and outcomes tracking
- Assist the Program Manager, Clinical Supervisor, and other staff as needed.

Qualifications:

- Personal life experiences with recovery from addiction, homelessness, and/or mental health recovery **REQUIRED**.
- AA degree in social services or related field required. BA/BS in social work, psychology, etc preferred.
- Must possess 2 years of field experience working with people with serious mental illness, individuals with co-occurring disorders and complex health issues and/or the chronically homeless population.
- Ability to build rapport and engage the most difficult to serve participants.
- Ability to build supportive and respectful working relationships with individuals with disabilities and/or are experiencing homelessness that instills hope and promotes self-determination using a strengths-based approach. Sensitivity to and understanding of the special needs of the homeless.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Excellent verbal skills. Strong organizational and time management skills.
- Possess an understanding of and practice cultural sensitivity.
- Ability to work flexible hours, including early morning, some weekends and evenings
- Must be competent in Microsoft Word as well as utilizing the internet and e-mail. Working knowledge of Excel and Publisher a plus.
- Sense of humor, flexibility, compassion, and creativity.
- Ability to travel by foot to provide outreach to encampments, parks, and other remote areas.
- Must be willing and able to work Saturdays (1-2 times per month) and evenings (2-3 times per week).
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.