



**Abode Services** is seeking a skilled **Resident Services Coordinator** to provide services to residents living at Curtner Studios Permanent Supportive Housing. This position will create a comprehensive on-site program that will include but not limited to case management services, linkage to referrals, counseling, crisis intervention, collateral with family and other support people, and on-going and regular opportunities for celebrations, socialization, and community building. This is a full-time, nonexempt position reporting to the Lead Mental Health Clinician and based in San Jose.

*Clinical Supervision available to those working towards licensure.*

**Responsibilities:**

- Provide case management services, including rehabilitative services, brokerage, collateral, and therapy to participants.
- Complete assessment and case plans as needed.
- Perform mental status exams, as well as safety assessments that include suicide, homicide, and grave disability assessments with participants on an on-going basis.
- Provide crisis intervention.
- Facilitate psycho-educational, support groups, and other therapeutic groups.
- Plan on-going celebrations and social opportunities for residents that promote community.
- Enter all data on time and correctly to support program evaluation and outcomes tracking. Produce monthly reports outlining activities with residents.
- Complete case notes and maintain files on services provided.
- Work closely with property management to resolve housing issues and help residents retain their housing.
- Create and develop a needs assessment for on-site activities and services. Based on information from the assessments, develop a comprehensive on-site program at Curtner Studios Permanent Supportive Housing Units. Conduct on-going resident satisfaction surveys and on- going needs assessment; modify program and services as needed.
- Develop relationships with agencies in the community providing resources to residents.
- Attend clinical, administrative, and case conferencing meetings
- Assist the Lead Mental Health Clinician and the Clinical Manager as needed.
- Other duties as assigned.

**Qualifications:**

- BA/BSW degree from an accredited university required. MSW/MS/MA Psychology degree from an accredited university and registration with the California Board of Behavioral Sciences as an ASW/MFTi 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.
- Understanding of the following evidence based practices: Housing First, Motivational Interviewing, Harm Reduction, and Psychosocial Rehabilitation.
- Strong engagement skills. A willingness and ability to assertively create relationships with difficult to engage residents.
- Possess a working knowledge of Psychiatric Disorders and Chemical Dependency Disorders.
- Ability to build supportive and respectful working relationships with individuals diagnosed with a serious mental illness 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.
- Excellent verbal skills. Strong organizational, detail orientated, and time management skills.
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services.
- Ability to effectively intervene in crisis situations, with de-escalation techniques.
- Proficient in Microsoft Office computer programs.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Ability to work flexible hours, including some weekends and evenings.

**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.*