

**JOB DESCRIPTION  
MENTAL HEALTH  
COORDINATOR OF SUPPORTED HOUSING PROGRAM**

**RESPONSIBILITIES**

1. Provide oversight of Supported Housing Program to include recruitment, supervision and training of staff.
2. Oversee and maintain program budget.
3. Coordinate services of Supported Housing residents in Yonkers and Mount Vernon to include the provision of casework services, rental of apartments, liaison with landlords, and assistance with entitlements.
4. Act as liaison with landlords, treatment providers and all other collateral contacts.
5. Ensure compliance with regulations of program operation to include review of charts
6. Oversee the physical plant of all supported units.
7. Act as caseworker/carry caseload as necessary.
8. Review Supported Housing log monthly, maintain monthly contact list.
9. Maintain and participate in rotation schedule of on-call coverage. Provide emergency on-call coverage as necessary, provide crisis intervention on as needed basis. Support staff through any crisis situations.
10. Ensure financial oversight and management regarding all resident finances, entitlements, and rent subsidies.
11. Screen potential Supported Housing clients through SPOA process.
12. Attend staff meetings, case conferences, and trainings as scheduled.
13. Participate in annual mandatory trainings.
14. Oversee development of new supported beds.
15. Provide oversight of HCBS services.
16. Other duties as deemed necessary or assigned.

**SUPERVISION**

Report to Director of Mental Health

**QUALIFICATIONS**

MUST have a NY State license to bill Medicaid in Social Work, Psychology, or Behavioral Health Counseling. Must have a valid NY State driver's license. Master's Degree of Art in related field with one-year experience. Must have experience working with mentally ill. Ability to prioritize and be flexible.

**HOURS**

Full Time 37.5 hours/week

Amended 9/18