

**JOB DESCRIPTION
MENTAL HEALTH
ASSISTANT COORDINATOR
OF SUPPORTED/SUPPORTIVE HOUSING PROGRAM**

RESPONSIBILITIES

1. Assist the Coordinator with the services for 98 Supportive Housing residents in Yonkers and Westchester surrounding area to include the provision of casework services, rental of apartments, liaison with landlords, and assistance with entitlements.
2. Assist the Coordinator with services for 25 Supported Housing First Residents and ensure Housing First staff is providing the provision of services of the Housing program to include casework services, liaison with SOS and AOT teams, rental of apartments, liaison with landlords, and assistance with entitlements.
3. Ensure compliance with regulations of program operation to include review of charts
4. Oversee staff oversight of the physical plant of all Housing First units and those Supportive units assigned by Coordinator.
5. Assist with daily supervision of Supported/Supportive Housing staff.
6. Act as caseworker for no more than three clients through visitation, advocacy, crisis intervention and counseling.
7. Oversee the development of new supported beds.
8. Work closely with DCMH SPOA, ACT Teams and SOS Teams during the referral process and on-going.
9. Review Supported Housing First Charts for compliance of standards.
10. 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.
11. Screen potential Supportive Housing clients through SPOA process, and work with AOT and SOS teams to screen Housing First clients.
12. Maintain all necessary paperwork.
13. Assist Coordinator to interview and train new Supported/Supportive Housing Staff.
14. Attend staff meetings, conferences and trainings as scheduled.

15. Other duties as deemed necessary or assigned.

16. Assistant Coordinator will provide coverage for the Program in the absence of the Coordinator

SUPERVISION

Report to Coordinator of Supportive Housing

QUALIFICATIONS

Master's Degree of Art in related field with one year experience. Bachelor's Degree in field related to human services, with two years experience. Associates Degree in related field with three years experience. Five plus years of Mental Health and supervisory experience. Must have clean NYS drivers license.

HOURS

Full Time 37.5 hours/week

Amended 5/25