



## Concern Housing Job Description

**Position:** Service Coordinator

**Location:** Hempstead (Estella)

**Schedule:** Sunday – Thursday; 8am – 4pm

**Salary:** \$55,000

**Click here to apply:** [https://www.appone.com/MainInfoReq.asp?R\\_ID=6745885](https://www.appone.com/MainInfoReq.asp?R_ID=6745885)

Concern Housing is seeking a Service Coordinator to be responsible for providing linkages with community resources, daily living skills training, counseling and support, documentation, and compliance with program requirements. The Service Coordinator is an essential resource and advocate for their clients.

### **Duties and Responsibilities:**

- Facilitates residents' linkage with services available in the community (e.g., case management, clinical services, day programs, vocational services and opportunities, community integration, entitlements, etc.).
- Meets with clients as required and completes appropriate documentation in a timely manner.
- Develops goal plans/reviews with clients and completes functional assessments as required.
- Provides housing support services to help clients maintain independence at the SP-SRO setting.
- Maintains accurate and up-to-date client charts/records.
- Provides individual counseling and crisis intervention support as needed.
- Collaborates with the Medication Manager regarding client concerns or issues with medication regimens/management.
- Collaborates with Counselor regarding client concerns or issues with unit maintenance or other ADL skills.
- Attends weekly supervision and monthly staff meetings.
- Provides individual counseling and crisis intervention support as needed.
- Remain current with all Agency required compliance documents and trainings.

**Qualifications:** Bachelor's Degree in Psychology, Rehabilitation, Social Work or other related mental health discipline, plus 2 years' experience working in a similar setting and/or working with people with mental illnesses. The individual in this position must have good verbal and written communication skills as well as the ability to make sound judgments regarding client care.

***Concern Housing offers a generous benefit package which includes; Medical Insurance (Agency pays 80% of the premium), Affordable Voluntary Dental and Vision Insurance, Flexible Spending Accounts, Agency Sponsored Retirement Plan, Employee Sponsored 403(b) Retirement Plan, Agency Sponsored Life Insurance Coverage and an Excellent Paid Time Off Package. Concern encourages employee growth, offering Educational Assistance and Scholarship Programs, Licensure Reimbursement and Possible Internship/Clinical Supervision. Referral Bonuses are also available!***