

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Supportive Health Programs
Job Description:

Date: May 2018

Salary Grade: 6 Step 2-7
Chart: 1

Exposure Determination Category: 2

Job Title: Supportive Housing Outreach Specialist

Reports To: Supportive Housing Coordinator

Areas of Responsibility: To assist young adults as they work towards independence through home visits; documentation of the success and struggles of the youth in the areas of: compliance with program rules and regulations, maintaining school and work requirements etc.

Major Duties:

1. Work with youth to develop a personal success plan and provide life skills training and support.
2. Record all significant events in resident behavior logs, including goals, observed behavior, etc.
3. Make appropriate documentation for the intake procedure, service plan, daily log, and discharge plan for each resident.
4. Respect the rights and protect the confidentiality of residents and families.
5. Provide After Care support and documentation which will include but not be limited to verification of the youth's successes in the community. (i.e. Level of Education, Employment status, Upkeep of personal living space, Upkeep of personal care such as hygiene, counseling, nutrition and level of dependence on social services.)
6. Responsible for the accurate accounting of household expenditures, collection of rent, and negotiating rental agreements, etc.
7. Input computer tracking data; perform other computer tasks as needed.
8. Be aware of local, state and national laws, and juvenile codes affecting youth and families.
9. Attend staff meetings, in-service training and workshops and share information about training received..
11. Perform other duties as assigned.

Skills Needed: Be able to demonstrate active listening skills, conflict resolution, internal motivation, and flexibility with young adults whose characteristics may include but are not limited to, low motivation, lack of interpersonal skills, disrespect for authority figures, easily influenced by peers, lack of regard for rules.

Minimum Qualifications:

Grade: 6

1. AA degree in Human Services, Social Work, Psychology or related field and six (6) months experience in a human service program or 2 years experience in a human service agency working with clients in area of self sufficiency.
2. Computer experience.
3. Proficient in verbal communication and in maintaining written documentation.
4. Age 21 or above
5. Valid driver's license with good driving record and insured vehicle available at all times.
6. Must pass criminal history background check, child abuse background check.
7. Ability to communicate effectively in English both orally and in writing.
8. Able to attend meetings and training sessions in and out of area
9. Must be able to work flexible hours.

Grade: 7

1. Meet the qualifications above
2. BA in Social Work, Psychology or related field or 3 years experience in a human service agency working with clients in area of self sufficiency.

Approved by:  Human Resource Director. 5/31/18 Date

Approved by: Betsy Vidlak Program Director 5/31/18 Date