



**RENAISSANCE**

SOCIAL SERVICES, INC.

Supportive programs for affordable housing.

November 6, 2020

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## **Job Description**

**Description:** Provide intensive clinical supportive services to program participants with disabilities including mental health and substance use diagnoses living on-site in a temporary (90 day) apartment building. Services include attending to the psycho-social, health, financial, recreational, nutritional, IADL and housing needs of the clients.

Job duties include but are not limited to:

- Providing intensive mental, physical and social health case management services in the building and the community;
- Identifying client and needs, including barriers to receiving appropriate services and assisting with effective problem solving to address issues;
- Providing treatment planning, coordination, and implementation of services needed;
- Providing information, linkage, referral and advocacy for clients with agencies in the community, including crises intervention services when needed;
- Working with clients to increase their skills and income, improve their self-determination, and maintain residential stability;
- Maintaining the confidentiality of client information in any written, oral, or electronic form including, but not limited to, health information, HIV/AIDS status, and disability information. Releasing such information only as needed and with the proper release from the client unless mandated by law;
- Completing and submitting of case notes in the EHR within 7 days of service in accordance with Rule 132/140 guidelines;
- Reporting all incidents of abuse, and/or neglect as required by state law;
- Communicating with RSSI and Trilogy team as needed;
- Coordinating the provision of appropriate services from other providers from the community;
- Working as part of a team, reports to the Team Leader.

Additional duties not listed may be required depending upon the need of clients and residents and at the discretion of your supervisor.

Must have the ability to relate appropriately and effectively with individuals and families, to other staff and to personnel of other community agencies; knowledge of the symptoms of and appropriate treatments for mental illness. Knowledge of community resources, skill to organize and document notes and service plans; knowledge of and willingness to match programs and services appropriate for clients; skill to establish and maintain effective working relationships; ability to work independently and as a member of an interdisciplinary team.



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**Requirements:** Desired candidates will have a Bachelor's degree in a related field and two years of experience in mental health services. Master's level candidates are also encouraged to apply, and are compensated accordingly. Experience with Harm Reduction techniques and substance use is desired. Computer literacy is required.