



RENAISSANCE
SOCIAL SERVICES

Changing Lives One Home at a Time

Senior Support Staff St. Luke

Description: Provide supportive services to Renaissance Social Services, Inc.'s St. Luke's Participants. Services include attending to the psychosocial, health, financial, recreational, nutritional, and housing needs of the clients.

Job duties include but are not limited to:

- Establishing rapport with participants and residents including families.
- Conducting varied groups with residents as appropriate.
- Conducting assessments of participant functioning, especially as it relates to physical health, mental illness and substance abuse issues.
- Providing individual counseling and case management services, including community building and social activity planning and implementation; participant needs, including barriers to receiving appropriate services and assisting with effective problem solving to address issues.

Providing service planning, coordination, and implementation of services needed; Providing information, linkage, referral, and advocacy for Participant's with agencies in the community, including crises intervention services when needed; Working with participants to increase their skills and income, improve their self-determination, and maintain residential stability.

Advocating for client's needs to help them navigate systems that impact their physical and mental health. Providing informal events for residents to take part in such as bingo, arts & crafts, etc ... Maintaining the confidentiality of participant's 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 participant unless mandated by law.

- Reporting all incidents of abuse, and/or neglect as required by state law.
- Maintaining accurate and up-to-date records and files on all participants receiving services, including maintaining records necessary to fulfill grant requirements.
- Coordinating the provision of appropriate services from other providers from the community at buildings at which participants are living.
- Working cooperatively with building management to ensure residential stability of participants Identifying and developing training opportunities for participants; Completing required documentation and statistics in a timely manner.
- Continue to attend outside Clinical Education Trainings.
- Completing random file Audits on a monthly basis.
- Keeping Participant roster correct and updated.
- Reports to the Director of Programs.

Renaissance Social Services, Inc.

2501 W. Washington Blvd., Suite #401, Chicago, IL 60612

Phone (773) 645-8900 • Fax (312) 579-3437 • www.rssichicago.org



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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 participants and families, to other staff and to personnel of other community agencies; knowledge of and access to community resources, instructional skills to present information; skill to organize and document notes and service plans; knowledge of and willingness to match programs and services appropriate for clients and residents; skill to establish and maintain effective working relationships; ability to work independently and as a member of an interdisciplinary team including residents.

Requirements: Minimum of a Bachelor's degree in social work or a related field.

Must be LPC or LCPC Eligible.

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