

We are looking for dynamic, committed individuals to join our team. If you want to be part of the solution to solving homelessness in our community, we are looking for your talent and expertise as we transform and empower the lives of people with mental illness by supporting independence and preventing homelessness. We are a highly respected, award-winning provider of a full array of mental health and supportive housing services in Sacramento County, and we need you to bring your compassion and support to the most vulnerable in our community.

At Hope Cooperative we're committed to the happiness and well-being of our employees, and aim to create a workplace that fosters both personal and professional growth.

This position is a full-time, non-exempt position and may require working some evening and weekend schedules.

HOPE Cooperative (aka TLCS, Inc.) offers a competitive benefit package consisting of, but not limited to, the following, and may be subject to change:

- 14 PTO days (2 weeks /4 days)
- 21 PTO days after 1<sup>st</sup> year (4 weeks/1 day)
- 25 PTO days after 5<sup>th</sup> year (5 weeks / 1 day)
- 6 days paid sick time
- 9 paid holidays
- Personal Days (Floating Holidays)
- Employer paid health insurance
- Flexible Spending Account
- 401k match
- Employee Assistance Program
- Regular hourly wage step scale increases
- Flexible hours
- iPhone with unlimited data for personal/profession use and laptop for some positions
- Clinical Supervision towards licensure
- Annual BBQ and staff appreciation awards
- Annual Gift Card Program
- Referral Bonuses
- Transfer Sick Time Hours to PTO Hours
- PTO Cash Out
- Voluntary Dental, Vision, Life Insurance, Accident Insurance, Disability Insurance and more.

**Description:**

Under the direct supervision of the individual designated on the updated agency Organizational Chart, the Housing Resource Specialist has the responsibility to assist clients to find housing and support into housing, form relationships with landlords to increase housing availability for clients, coordinate the rental subsidies with agency's Property Management and provide other housing supports.

**ESSENTIAL DUTIES and RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. Support individuals with active listening, demonstration of empathy and carry a message of hope and recovery.
2. Observe, assess, intervene and refer (within one's scope of practice) in situations with clients regarding mental health symptoms, physical health symptoms and substance use issues.
3. Work with a multi-disciplinary team to provide integrated psychosocial rehabilitative services to clients in the community and their homes, and attend meetings to ensure continuity of care for clients.
4. Develop service/goal plans with clients and meet with the clients as needed to encourage, support and advocate for progress and assist with skill development. .
5. Provide positive public relations, community referrals, information and support by linking clients to needed resources; advocate with and on behalf of clients and significant support persons the clients have identified.
6. Accurately complete all necessary forms, reports and paperwork required by the program on a timely basis (e.g., progress notes, special incident reports, discharge summaries, Medi-Cal billing, Avatar forms, HMIS).
7. Shop for food and household supplies to meet program or client needs.
8. Ensure the office, house, rooms, units and yard are clean and fit for occupancy, where applicable. Provide and assist with cleaning as needed.
9. Act as a designated Mandated Reporter for the observed or suspected abuse and/or neglect of children, disabled individuals, dependent adults and elder/senior citizens. Mandated Reporter also includes "Duty to Warn" which includes the responsibility to notify authorities and the intended victim(s) of physical harm.
10. Transport clients as needed.
11. Ensure the protection and confidentiality of all Protected Health Information (PHI) by following all policies and procedures in the agency HIPAA Manual.

**Education and/or Experience:**

- High school degree or general education degree (GED)
- Experience providing housing services to an underserved population
- Experience providing mental health services OR
- Lived experience as a mental health consumer or a family member/loved one of a mental health consumer is desirable.
- Knowledge of HMIS preferred
- Familiarity fair housing laws and regulations
- Knowledge of resources for people experiencing homelessness in the Sacramento area
- Mental Health Assistant III - Four years of full-time equivalent direct care experience in the Mental Health field. Up to two years of education in a mental health related field can substitute for years of experience.

**Certificates, Licenses, Registrations:**

- Possess a valid California Driver's License and current vehicle insurance. Driving record must meet, and continue to meet, the underwriting standards established by the generalized driving guidelines used by our insurance broker. Must provide proof of insurance.
- Must have at least 3 or more years of driving experience.

**Other Skills, Abilities, and Job Requirements:**

1. Ability to pass clearance of the Federal Bureau of Investigation (FBI) and/or Department of

Justice (DOJ) background screenings.

2. Consumer of mental health services or a family member of a mental health consumer is desirable.

HOPE Cooperative (aka TLCS, Inc.) is an Affirmative Action/Equal Opportunity Employer, and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

To apply, send resume to: [hresources@hopecoop.org](mailto:hresources@hopecoop.org) listing the job title in the subject line.

Final Filing Date: Until Filled