**MENTAL HEALTH - HOUSING SUPPORT COORDINATOR – ANN ARBOR –IN-PERSON**

**Job Summary**

Michigan Ability Partners is seeking a Mental Health Housing Supports Coordinator role. The purpose of the position’s role is to act as the mental health service coordinator for participants in the MAP HUD CoC permanent supportive housing projects owned and/or operated by MAP. This position will report directly to the Clinical Housing Support Team Lead and is a community-based position.

**Requirements**

* Bachelor’s degree in social services, human services or related field
* Master’s degree in social services, human services or related field (preferred)
* At least 1 year of experience working with various disabilities including the mental health field, substance use disorder field, and/or homeless arena (required)
* At least 1 year of providing direct treatment services to adults in a behavioral health inpatient or outpatient setting for at least 12 months including experience working with adults with SMI (preferred)
* License or limited license in social work in the state of Michigan OR
* License or limited licensed Psychologist in the state of Michigan OR
* License or limited license in Counseling in the state of Michigan

**Responsibilities**

**CLI**NICA**L SERVICES**

* Assess and evaluate the needs of individual adults who have a chronic mental health disorder and who have previously experienced homelessness
* Complete referral forms, clinical, and legal documentation as necessary
* Advocate for new services as needed
* Assist in commitment procedures and voluntary admissions when necessary

**HOUSING SERVICES**

* Support services to participants with the aim of creating that supports and provides housing stability
* Provide individual and group clinical services to residents with the aim of creating a community that supports recovery from homelessness
* Directly supports participants in their own homes
* Drives participants as needed to appointments, etc.
* Provides hands-on assistance with moving participants into housing
* Provide crisis intervention as needed
* Assist participants in developing life skills to include basic tenant rights and responsibilities to maintain rented unit, budgeting and financial literacy support, and self-care plans
* Mediate interpersonal issues among residents
* Works directly with participants who have mental health related issues, substance use issues, and may work with participants who have a criminal background

**COORDI**NAT**ION**

* Provide service coordination for assigned participants as defined by a participant centered action plan
* Assist participants to secure entitlements, recommending payee services where needed
* Assist participants with accessing community support services such as medical, mental health, substance abuse
* Work with participants and property owners to create eviction prevention plans in order to support housing permanency
* Facilitate tenant meetings, community organizing and social activities as desired by residents

**ADMINISTRATIVE SUPPORTS**

* Conduct inspections, safety checks and emergency safety plans
* Maintain clinical records and all program specific documentation requirements
* Provide 24/7 on-call staffing for assigned housing sites (on a rotational basis)
* Complete information requested for reporting to funding sources by maintaining monthly statistical program evaluation
* Enter and maintain data into HMIS system
* Participate in staff meetings and required agency trainings

**PROGRAM ADVOCACY**

* Advocate with appropriate community agencies to secure needed services for assigned participants
* Serve as the agency representative when meeting with community agencies
* Coordinate services with Vocational Programs and area volunteer programs to promote productive daily activity and attaining or increasing income when necessary
* Research and recruit property owners to identify affordable housing options for individuals experiencing homelessness
* Carry out marketing and public relations work related to the projects
* Serve on general agency committees as assigned

**ADDITIONAL RESPONSIBILITIES**

* Driving clients
* Uphold the values, principles, and standards of the NASW Code of Ethics
* Regular and routine onsite attendance as scheduled
* Office hours are Monday – Friday 8:00am – 4:30pm
* This is a Full-Time position, 40 hours/week
* All other duties as assigned

**Perks/Benefits**

* Competitive Salary
* Health & Wellness List
* Retirement Accounts
* Paid Time Off
* Culture

We are an Equal Employment Opportunity employer. All aspects of employment are governed on the basis of merit, competence and qualifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or any other category protected by federal, state, or local law.