**Redwood Community Action Agency**

**Community Services Division**

**JOB ANNOUNCEMENT**

**POSITION TITLE: Client Services Specialist**

**STATUS: Part and fulltime positions available**

**COMPENSATION: $11.75/hour. The F/T position has health benefits after 2 months of employment/paid vacation, sick & holidays. The P/T position has pro-rated vacation and sick time.**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews to take place as qualified applicants are received**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or at RCAA, 904 G Street, Eureka**

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted. Cover letters and resumes with your application are welcome.

**MINIMUM QUALIFICATIONS**

* BA degree in Social Work, Sociology, Psychology or related field (equivalent experience may be substituted for education on a year-for-year basis)
* At least one (1) year experience working with individuals and/or families in a residential facility, drop-in center, or social service program serving the homeless, mentally ill and/or other low-income populations.
* Must be able to work flexible hours that may include evenings, weekends and holidays.

**POSITION PURPOSE**

Under the general direction of the Community Services Division Director, and the direct supervision of the Program Manager or their designee, the Client Services Specialist is responsible for providing the daily link with program clients and assisting in maintaining the stability and structure of our programs. The Specialist provides individual assessments, sets client goals, and facilitates as well as participates in educational and enriching activities designed to assist the specific cognitive, physical, social, and emotional needs and development of our clients.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide direct supervision of residents 75-80% of the scheduled work time, and assist as necessary in activities of daily living.
* Advocate for, teach and assist clients to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
* Engage clients in rapid re-housing, educational and vocational instruction, and assist with appropriate applications and assessments to support clients in obtaining housing.
* Work collaboratively with outside agencies to assist clients in achieving their housing, vocational and educational goals in their chosen communities.
* Build rapport and relationships with clients, and provide role modeling through teaching opportunities, positive reinforcement and behavioral interventions.
* Adhere to state and federal confidentiality laws and practices to protect client confidentiality and safety.
* Work with the Program Coordinator to plan and facilitate daily recreational and therapeutic activities for individuals and groups.
* Participate in meetings and provide observational data to assist in developing and implementing client-centered goals focused on obtaining permanent housing.
* Participate with and engage clients in their community service obligations, including the maintenance and upkeep of RCAA Client Services facilities.
* Participate in staff trainings, meetings and in-service opportunities as directed.
* Participate in reporting and database management tasks as assigned.
* Perform job-related errands and tasks in the community; other duties as assigned.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Rapid Re-Housing and Permanent Supportive Housing models that serve individuals with low-income and disabilities.
* Effective methods of Social Work focusing on the issues of homelessness, mental illness, trauma, addiction, treatment, recovery and harm reduction strategies.
* General knowledge of mental health diagnoses and therapeutic interventions, targeted to support individuals challenged with mental health symptoms and behaviors.
* De-escalation techniques, least restrictive interventions, behavioral modification strategies and positive reinforcement skills.
* Motivational interviewing techniques and theories and creative ways of engaging individuals with maladaptive behaviors and poor coping skills.
* Service models that support individuals with a wide variety of complicated housing barriers, challenges to building natural supports and accessing services.
* Basic networked computer skills.
* Group dynamics and facilitation, including staff development and community building.
* Local community resources and services in relationship to client needs and ability to refer as appropriate.

Ability To:

* Work effectively under pressure, with an ability to manage multiple client needs and multitasking.
* Work independently and with minimal supervision.
* Work well in team approach and collaborate effectively with other agencies and providers.
* Build therapeutic rapport with individuals of various cultures, ethnicities, viewpoints, life experiences, socioeconomic status and methods of communication.
* Establish and maintain cooperative and effective relationships with agency staff, funding source representatives and the local service provider sector.
* Communicate effectively in written, electronic and oral forms.
* Read, write, speak, and understand the English language.
* Insure and protect Agency, employee, program(s) and client confidentiality and safety.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Must be able to adhere to mandatory overtime policy, as required by staffing ratios and programmatic needs.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Valid First Aid and CPR certification or willingness/ability to become certified.
* Personal telephone or other effective means of communication.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment.
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment.

***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***