

## Job Announcement

**Title:** On-Call/Relief -Resource Counselor – Various Locations **Regular Full Time:** Varies  
**Hourly wage:** \$17.00+ per hour (DOE) **Grade:** n/a  
**Reports to:** Program Director **Non-Exempt**  
**Unit:** Residential – Shelter and Housing Programs **Start Date:**

### For Job Announcement:

Are you someone who wants their work to have meaning and impact? Do you enjoy working for change and supporting the work of an organization that does too? Do you have a passion for sharing your skills and talents, learning new ones, and working with a team dedicated to continuous improvement and growth? Then read on for a new opportunity at Homeward Bound of Marin!

Homeward Bound is Marin County's primary provider of housing and shelter for single individuals and families experiencing homelessness--offering short- and long-term supportive housing, job-training and placement, and services in support of our client's safety, dignity, and independence. **We are looking for Resource Counselors to join our On-Call/Relief list.**

**\*\*PLEASE NOTE: This is an on-call, relief position.** It is great for individuals who have flexibility in their schedule, students in this field, or those with experience who want to add to their knowledge base.

Most of our sights are 24/7 so there are a lot of opportunities for fill-in work at all of our sights, including overnight shifts.

---

### Principal Responsibility:

- Work with homeless individuals, on a one to one basis and in a group setting
- Address all the issues that come with being homeless: recovery/addiction/relapse, mental illness issues, under-employment, and various other obstacles
- Work in a crisis situation as they arise
- Conflict Resolution
- Provide supportive counseling, guidance, supervision, & referrals to community resources
- Familiar with computers and data entry

### Major Duties:

- Help residents manage hygiene, psychiatric, drug and alcohol, medical and medication issues
- Interact as part of a team with other Homeward Bound staff and to communicate pertinent shift information both verbally and in writing
- Document daily/monthly charting on residents
- To provide emergency services as needed, as well as ongoing case management which may include interacting with police, psychiatric services, and other community agencies and staff
- Report program, resident, and site needs to appropriate people
- Process Contributions
- Supervise resident daily chores

---

### Relationships:

- Establishes and maintains open and collaborative relationships with colleagues.

- Greets, communicates, and treats all program participants with respect, dignity, and an attitude of service.
- Maintains confidentiality related to all program participants.
- Communicates clearly and consistently with supervisor.

---

**Minimum Qualifications/Requirements:****Education or Training Equivalent To:**

BSW, MSW, MFTI, ASW or two plus years' experience with mental health, homeless population, and addiction/recovery issues.

**Minimum Years of Additional Related Experience:**

- 2-3 years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness, desired
- Experience in residential programs and/or housing programs
- Knowledge of life skills and money management
- Knowledge of substance abuse and mental health issues

**Physical Requirements:**

- Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours per day)
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds

**Special Qualifications & Qualities (skills, abilities, licenses):**

- Work well with a team & on your own
- Don't take yourself too seriously
- Humor is a must
- Able to keep strong boundaries and set limits
- Not afraid to ask questions and receive constructive suggestions
- Want to work in an atmosphere that is supportive, helps you grow, and one where you are constantly challenged and learning
- Able to multi-task and think quickly on your feet
- Experience working with mental health issues and recovery/addiction is a MUST
- Experience in this field, or related experience that is transferable is a MUST
- We work hard, but know how important it is to have down time and take care of ourselves
- Compassionate, flexibility and sense of humor
- Desire to work with homeless adults with mental disabilities
- Be professional, leave outside issue outside, and be present
- Able to work well with diversity

**EQUAL OPPORTUNITY**

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should

be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

**BACKGROUND CHECK(S)**

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.

If you believe this position is right for you, please email your resume and cover letter to [careers@hbofm.org](mailto:careers@hbofm.org).