

Job Announcement

Title: Resource Counselor – New Beginnings Center

Hourly wage: \$18.00 per hour

Reports to: Program Director

Unit: Residential – Shelter and Housing Programs

Regular Full Time: 40 hours/week

Grade: n/a

Non-Exempt

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. Our mission is "Opening Doors to Safety, Dignity, Hope, and Independence." We are looking for the right person to join our adult shelter and housing program at New Beginnings Center - a 40 hour per week Resource Counselor.

Principal Responsibility:

- Address all issues that may be barriers to obtaining housing: chronic homelessness, brain illness, physical health concerns; substance use disorders; under-employment; lack of income and other barriers.
- Problem-solve urgent situations as they arise which may include interacting with EMT and Fire, police, psychiatric services, and other community agencies and staff.
- 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
 - Assist program participants in physical and mental health issues.
 - Participate actively as part of a team with other Homeward Bound staff
 - Communicate effectively (both written and verbal) with team members, supervisors, volunteers, and program participants.
 - Maintain proper documentation of relevant interactions.
 - Enter and update information into the Homeless Management Information System (HMIS), Whole Person Care and other databases as required.
 - Attend weekly program staff meetings, monthly all-staff meetings, weekly supervision with Program Director, and trainings.
 - Report program, client, and facility needs to appropriate people.
 - Process program participant fees.
 - Supervise daily chores, designate deep cleaning, and conduct daily habitability inspections of dorms.
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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

To Apply:

If you believe this position is right for you, please email your resume and cover letter to careers@hbofm.org.

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.