

Job Description

Title: Relief Resource Counselor
Hourly Hiring Range: \$25.00
Reports to: Program Director
Unit: Residential - Shelter Programs

Regular Full Time: On Call
Grade: n/a
Non-Exempt
Start Date:

Come join our team! We help unsheltered individuals in Marin County transform their lives better through housing, training, and support services.

This is an On Call position and has no specific schedule!

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."

Under the direction of the *Program Director*, the Resource Counselor works with homeless adults who are experiencing the trauma of homelessness and poverty. The Resource Counselor provides a balance of encouragement and support while holding individuals accountable to program agreements and personal goals.

Major Duties:

- Work with homeless individuals on a one to one basis and in group settings
 - Address barriers to housing stability: recovery/addiction/relapse, mental illness, under-employment, and various other obstacles
 - Manage conflicts and crisis situations as they arise
 - Provide supportive counseling, guidance, supervision, & referrals to community resources
 - Help residents manage personal health & hygiene, well-being, interpersonal relationships, mental health and substance use issues
 - Interact as part of a team with other Homeward Bound staff and to communicate pertinent shift information both verbally and in writing
 - Maintain records and collect information as required by the program
 - Attend and participate in staff meetings, supervision, and training
 - Provide emergency services as needed, as well as ongoing case management which may include interacting with law enforcement, psychiatric services, and other community agencies and staff
 - Report program, resident, and facility needs to appropriate persons
 - Collect and log all program fees accurately
 - Assign and supervise completion of daily chores by residents
 - Perform other relevant duties as assigned
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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.
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Minimum Qualifications/Requirements:

Education or Training Equivalent To: High school diploma required; further education, certification, or comparable professional experience in social work, psychology, or related or relevant field (Preferred)

Minimum Years of Additional Related Experience:

- 2-3 years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness, desired
- Knowledge of mental health, substance abuse, and recovery/addiction 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):

- Enthusiasm for working with individuals experiencing homelessness
- Ability to empower and motivate people to make positive changes
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience
- Experience with Windows and Microsoft Office Suite software
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Dynamic, resourceful, flexible, kind, compassionate, understanding
- High level of awareness and comfort working in a culturally and ethnically diverse work environment

EQUAL OPPORTUNITY

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

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.

**\$25.00 hour DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 2 weeks' vacation, and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.*

To Apply

Send resumes to: careers@hbofm.org