



Opening doors to
housing and recovery.

Job Description – GPD Recovery Coach “Safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

Working with clients in their home. Supporting them as they address addictions, mental illness, and unemployment, Housing First Model.

Reports To: Veteran Communities Program Manager

Duties and Responsibilities

1. Develop Case Plan in conjunction with each new Veteran. Follow up with weekly case plan reviews to assist client in reaching identified goals.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Respond to Veteran requests for assistance by assessing services needed and providing direct intervention information and referrals services as appropriate.
4. Maintain a working relationship with Liaisons and Community Partners
5. Knowledge of the Veterans Administrations system and services
6. Interview clients to define level of need: personal and family reunification, finances, budgeting, employment coaching, food, clothing, housing, and substance abuse issues to determine nature and degree of problem.
7. Refer clients to mainstream services and other service organizations as needed.
8. Education around landlord and tenant rights and responsibilities, budgeting, connecting to other services, employment coaching, referrals to training programs.
9. Actively engage Veterans in services that improve their life skills, with a focus on ways they can be a good tenant.
10. Follow-up on referrals from GPD or HCHV program in order to assess outcomes and provide additional services as required.
11. Able to work a flexible schedule, meeting clients in their residence
12. Attend Old Pueblo Community Services staff meetings, and meet with Supervisory staff as required.
13. Other tasks as assigned

Qualifications:

1. Bachelor's Degree or equivalent in work experience with a social service community organization.
2. Self-starter committed to a team approach, responsible and dependable.
3. Strong communication, administrative and interpersonal skills.
4. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
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7. Valid Arizona driver's license, proof of auto insurance and reliable transportation.
8. Creativity and flexibility in assuming significant responsibility.
9. Experience working in racially, ethnically, and socio-economically diverse urban communities.
10. Ability to set priorities, meet deadlines and work flexible hours.
11. American Sign Language and Spanish speaking and/or Veteran a plus.