



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Lead Service Coordinator** to provide clinical case management, supervision, and resident services to residents living at **Opportunity Center Permanent Supportive Housing** referred through SCC Coordinate Care Project (CCP). This is a full-time, nonexempt position based in Palo Alto with travel throughout Santa Clara County.

Abode's Benefits & Perks:

- * **\$27-31/hr + Sign-On Bonus up to \$3000!**
- * **Quarterly Performance Bonus up to \$6000**
- * Flexible work schedules
- * Clinical supervision towards licensure
- * 100% paid health benefits for employees
- * 28 PTO / Holidays per year
- * 403(b) Retirement Plan w/ Employer Match & Contribution Programs
- * Dynamic, mission-drive culture and supportive leadership
- * Professional Development Opportunities, Leadership Academy Programs, Annual All Staff Events & Holiday Parties

How You Make an Impact:

- Provide supervision to staff and leadership to housing site and project
- Provide clinical case management services, including rehabilitative services, brokerage, collateral, linkage and referral, safety assessments, crisis intervention and therapy to participants
- Support participants with accessing benefits including Medi-Cal, GA, SSI, and food stamps
- Facilitate psycho-educational, support groups, and group activity opportunities
- Work closely with property management to resolve housing issues and help residents retain their housing
- Partner and collaborate with Life Moves staff working in the drop-in center and John Stewart Company providing property management
- Develop relationships with agencies in the community providing resources to residents
- Participate in clinical, administrative, and case conferencing meetings; complete case notes/files

How You Meet the Qualifications:

- BSW/BA in Psychology or related field required. MSW/MS/MA Psychology degree and CA Board of Behavioral Sciences as an ASW/MFTi strongly desired
- Minimum 1 year of experience supervising others and coordinating program activities
- 2 years of field experience working with people with serious mental illness, co-occurring disorders, complex health issues and/or the chronically homeless population
- Working knowledge of Housing First, Motivational Interviewing, Harm Reduction, Psychosocial Rehabilitation, using strengths-based approach and sensitivity to special needs of the homeless
- Strong engagement skills to assertively create relationships with difficult to engage residents with cultural sensitivity, open dialogue, and self-exploration with diverse groups
- Ability to work independently and excellent verbal, organizational, detail oriented, time management skills
- Ability to effectively intervene in crisis situations, with de-escalation techniques.
- Must have demonstrative strong collaboration and diplomacy skills and proven track record working through challenges with community partners.

Lead Service Coordinator – Opportunity Center

Page Two

- Proficient in Microsoft Office computer programs
- Must have own vehicle, current California Driver's License, auto insurance, and clean DMV record
- Flexibility in work hours, including some weekends and evenings

How To Apply: Please email resume and cover letter to JOBS@abodeservices.org

***Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*

Abode Services is an Equal Opportunity Employer/Drug Free Workplace