



JOB DESCRIPTION

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Santa Clara County; this position will provide services in all regions of Santa Clara County.

Abode Services is seeking an **Assessment Coordinator** to complete initial assessments, biennial assessments, as needed assessments, treatment care plans and provide all other assessment, documentation and screening needs as required to support the operations of Project Welcome Home. The Assessment Coordinator will also conduct field- and phone-based assessments to support all Project Welcome Home Mental Health Clinicians and Service Coordinators. This is a full-time, nonexempt position reporting to the Program Manager.

Clinical Supervision towards licensure available.

Responsibilities:

- Complete assessments of enrolled program participants as directed by the Program Manager and/or Clinical Supervisor.
- Develop and write Transitional Care plans in collaboration with participant's treatment team.
- Develop collaborative relationships with agencies in the community.
- Perform mental status exams, as well as safety assessments that include suicide, homicide, and gravely disabled assessments with participants on an as needed basis per assignment from Program Manager.
- Facilitate psycho-educational, individual counseling and support groups as requested.
- Enter all data accurately and in a timely manner to support program evaluation and outcomes tracking.
- Ensure proper and timely documentation of services including written case notes using the BIRP formats and billing services to Medi-Cal aimed to exceed if not meet Medi-Cal billing productivity standards.
- Participate in all essential program meetings, including but not limited to the daily team meetings/case conferences, and provide clinical expertise and support as needed.
- Assist with special projects and assignments as needed to support program operations.

Qualifications:

- MSW/MS/MA Psychology degree from an accredited university and registration with the California Board of Behavioral Sciences as an ASW/MFTi required. LCSW or LMFT in the state of California preferred. Salary commensurate with experience, education, and licensure status.
- Must possess 2 years of clinical field work experience working with people with serious mental illness, individuals with co-occurring disorders and complex health issues and/or the chronically homeless population.
- Experience working within an Assertive Community Treatment program desired. Understanding of the following evidence based practices: Housing First, Motivational Interviewing, Harm Reduction, Psychosocial Rehabilitation, and Relapse Prevention Therapy required.
- Strong clinical documentation and assessment skills. Mastery of Medi-Cal charting.
- Must have solid time management and organization skills to meet if not exceed Medi-Cal productivity standards.
- Possess a working knowledge of Psychiatric Disorders and Chemical Dependency Disorders.
- Ability to build supportive and respectful working relationships with individuals diagnosed with a serious mental illness that instills hope and promotes self-determination using a strengths-based approach. Sensitivity to and understanding of the special needs of the homeless.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Excellent interpersonal skills.
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services.
- Ability to effectively intervene in crisis situations, with de-escalation techniques.

- Strong communication skills, both verbal and written.
- Proficient in Microsoft Office computer programs.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Ability to work flexible hours, which may include some weekends and evenings.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace

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