



POSITION: Housing Retention Counselor

PROGRAM: STEHP (Solutions to End Homelessness Program) - Housing Services

HOURS: 35 hours/week

Qualifications:

Bachelor's degree plus a minimum of 5 years strongly related experience, excellent computer, writing and oral communication skills essential, bilingual English-Spanish and familiarity with Westchester County preferred.

JOB DESCRIPTION:

As a member of our New York State multi-year STEHP grant-funded Housing Crisis Response Team, the Housing Retention Counselor will work in conjunction with our Outreach Team in Westchester County to rapidly rehouse homeless individuals and prevent homelessness among people who are substance users including those with co-occurring mental illness. Responsibilities will include:

- Responsible for engaging and building trusting relationships with individuals at risk for homelessness and affected by substance use, mental health disorders and other risks factors.
- Responsible for encouraging participants to seek help from local support services and will advise them how to minimize risks to their health and housing loss.
- Screen, interview, and provide counseling for program participants.
- Work with TGCW's outreach and prevention Team to identify high risk populations in Westchester communities to focus prevention and outreach efforts.
- Follow up with referrals from TGCW's Outreach Team to document and determine their eligibility for and willingness to participate in the TGCW STEHP Rapid Re-Housing and Prevention program.
- Work with housing prevention team to assist with the development and implementation of strategies for providing prevention and education to identified populations both to individuals and groups.
- Teach life skills and help individuals find available housing, secure housing subsidies, secure other entitlements, and access community resources.
- Focus on the specific interpersonal issues and problem behaviors that threaten housing retention and provide counseling to resolve them.
- Provide short-term goal-directed counseling to reduce or mitigate those interpersonal issues and problem behaviors.
- Help prevention participants learn budgeting, anger management, conflict resolution, and other life skills needed for housing retention

- ~~Act a liaison with other service providers to help ensure appropriate service delivery~~
- Develop and provide appropriate referrals for clients in need of services.
- Perform individual level interventions.
- Be able to assess participants using a standardized tool, rapidly emerging as a national best practice, called the Vulnerability Index --Service Prioritization Decision Assistance Tool (VI--SPDAT).
- Be able to embrace a harm reduction-based approach when engaging individuals.
- Assess participants' needs and provide referrals, linkages and wrap around services as needed to substance use treatment, entitlement benefits, housing, and appropriate community resources. Conduct appropriate follow-up as needed.
- Function as a team member through attendance of weekly staff meetings
- Participate in DCMH's CoC's VI--SPDAT bi-weekly Housing Team meetings.
- Maintain confidential information within guidelines established by HIPPA and TGCW's Confidentiality Policy.
- Maintain complete records, daily activity logs, mileage logs, and other reports as directed.
- Participate in professional development activities such as trainings webinars, and continuing education services.
- Complete all other assignments.

***Must have a valid NYS driving license and driving record that meets the organization and their respective insurance company's driving requirements at all times.**

SALARY: TBD based on experience

Please include cover letter with resume.

Contact Person: Camille Webb

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Fax: 914-664-8181

For more information, visit [The Guidance Center of Westchester](#)