



**POSITION:** TRANSITIONS COACH

**PROGRAM:** NYSSHP

**HOURS:** PART TIME TBD

**Qualifications:**

- Minimum of a BA/BS in a related field/Master's Degree preferred
- CASAC preferred.
- Minimum of 2 years working in a mental health system/Substance Abuse field. Work history with diverse population

**JOB DESCRIPTION:**

- a. Responsible for engaging and building trusting relationships with individuals affected by homelessness, substance use and mental health disorders and other risks.
- b. Responsible for encouraging participants to seek help from local support services and will advise them how to minimize risks to their health.
- c. Be able to embrace a harm reduction-based approach when engaging individuals.
- d. Provide assistance with transportation services.
- e. To 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.
- f. Use the Critical Time Intervention (CTI) model to help new chronically homeless residents successfully make the transition to independent living.
- g. Provide intensive support and assistance with assessing existing resources for the transition of care to community providers.
- h. Assist participants with strengthening long-term ties to services, family, and friends; and provide emotional and practical support during the critical time of transition back to the community.
- i. Conduct home visits and other meetings with the participant, the participant's caregivers, and community service providers, designed to teach crisis-resolution skills, provide support and advice, and mediate any conflicts.
- j. Assist the participant with developing and implementing a plan to achieve long-term goals (e.g., employment, family reunification)
- k. Identify skills/support needed to maintain stability
- l. Assist participants with securing an income
- m. Build on participant's strength to further goals of independent functioning
- n. Function as a team member through attendance of weekly staff meetings

- o. Maintain confidential information within guidelines established by HIPPA and TGCW's Confidentiality Policy.
- p. Maintain complete records, daily activity logs, mileage logs, and other reports as directed.
- q. Participate in professional development activities such as trainings webinars, and continuing education services.
- r. 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.**

**Please include cover letter with resume**

**SALARY:** TBD based on experience

**Contact Person:** Cordetta Creighton

**Email:** [ccreighton@theguidancecenter.org](mailto:ccreighton@theguidancecenter.org)

**Fax:** 914-664-8181

**Finder's Fee if you refer a successful applicant.**

**DATE:** 11/10/17

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