



Vocational Specialist

Job Description

Objective: Housing for New Hope connects our neighbors to housing and hope. The Vocational Specialist will serve as a key member of the Supportive Housing pilot project, Rehousing Individuals for Sustained Empowerment (RISE) with Hope and will bring a commitment to providing excellent supportive services to project participants. The Vocational Specialist will engage in highly individualized services in the community and promote the self-determination and shared decision-making abilities to homeless individuals and families as they take their next step in their journey to stable housing: long-term rental in an apartment or house. The Vocational Specialist will provide ongoing vocational services related to education and/or employment tailored to client needs connecting housing stability and mental wellness. **This is a temporary position ending December 31, 2022.**

Reports to: Lead Housing Stability Case Manager

Team: Supportive Housing: RISE with Hope

Status: Part-time, temporary; 20-25 hours per week

Responsibilities:

- Facilitate individualized services to the client that meet the diverse needs of the client and focus on the discharge-planning goal.
- Complete vocational assessment that includes, but is not limited to, the client's overall rehabilitation goal, work background, interests, talents, skills, preferences, employment barriers, and coping strategies.
- Facilitate individualized job placement according to the client's preferences per the evidenced-based supportive employment model.
- Engages the client on the topic of education and competitive employment, providing education on opportunities and benefits.
- Provide job coaching and ongoing supports, assisting the client in learning job skills, navigating the work place, managing work relationships with other employees and supervisors.
- Identify, cultivate, and document community employment opportunities and employer partnerships.

- Link to community resources in areas of workplace professionalism, such as resumé development, interview skills, and professional attire and assist in access of those resources.
- Provide financial literacy supports by linking to community resources, creating a budget, etc.
- Assist in maintaining up-to-date, accurate individual case records on each assigned client, including case notes in Homeless Management Information System (HMIS) database.
- Network with community service providers to identify programs and resources that will increase client skills and establish goals (life management skills, educational and/or career goals, financial management skills, health and wellness goals, and decision-making skills).
- Ensure consistent contact with clients based on assessed needs, program policies, and funding guidelines. Client engagement will include on-site home visits.
- Participate in agency trainings, meetings, and special events.
- Attend regularly scheduled staff meetings and supervision as well as in-service training and development activities.
- Other duties as assigned by supervisor.

Qualifications:

- High School Degree or Equivalent
- 1-2 years experience working with homeless or low-income individuals or families (preferred).
- 1-2 years minimum experience providing employment services.
- Ability to work flexible hours.
- Ability to utilize appropriate tools and approaches for empowering clients (ie. Motivational interviewing)
- Skills and knowledge in performing supportive employment activities including identifying and negotiating potential jobs, client integration into employment, employment coaching assistance, and client advocacy with employers.
- Excellent written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.
- Demonstrate maturity and professionalism even in stressful situations.
- Outstanding capacity to build strong relationships with a diverse range of clients, colleagues, and community partners.
- Compassion for people who are struggling with a variety of challenges, including homelessness, mental health, and/or substance abuse.
- Commitment to an empowering, client-centered approach to vocational needs.
- Flexible and adaptable work style.
- Familiarity with Durham's social service providers and community resources is preferred.
- Valid NC driver license and car insurance with a willingness to travel in the community and transport clients as needed.

Compensation: \$16.25 hourly

To apply: Submit one document that includes your cover letter and resume via email to:

Tamaira Johnson

HR Manager

Housing for New Hope

jobs@housingfornewhope.org

Applications review will begin immediately and continue until the position is filled.

Academic, MVR, and criminal checks will be conducted before final offer is made.

Housing for New Hope is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business needs.