

## **Support Specialist (Part-Time) - With \$2000 Hiring Bonus**

**The Company:** Pathways Vermont is a dynamic nonprofit agency which believes in transforming the lives of individuals experiencing mental health, substance abuse and other life challenges and permanently ending homelessness. Our Specialized Supports Program provides community-based supports to a small group of individuals with unique needs in order to reduce or avoid institutionalization.

### **The Role:**

The Evening Support Specialist will assist a high-needs client in their physical, social, emotional and daily life skills development with a focus on supporting participants to increase their independence and ability to live in the community. Services provided include community based support, crisis planning, service coordination, and life skills training on a one-to-one basis. The Support Specialist will visit the client at their home daily, deliver daily evening medications, and engage the client to develop a strong connection, trust, and offer support to the client in navigating daily challenges such as unusual beliefs and traumatic experiences that affect their community interactions. This position utilizes a high level of flexibility and interpersonal skill to support this client with unique and intensive needs.

**Service Area:** Client currently resides in Windham County

**Part Time:** 18-29 hours/week

**Supervised By:** Specialized Support Team Leader

**Schedule:** 5 p.m.-10 p.m. Thursday - Monday

### **Job Responsibilities:**

- Assist clients with daily life skills and/or behavior management in the community
- Support daily activities including cooking, cleaning, transportation, and welfare checks; Assist clients in scheduling and attending appointments
- Identify and engage client in social, economic, recreational and educational services in the community that will meet clients' needs
- Act as a liaison to other agencies, professionals, government officials and the community
- Coordinate service with team members and with other inpatient and outpatient community treatments, supports and social services
- Recognize and report potential crisis situations, analyze such situations accurately, and develop strategies for support, informing supervisor when such incidents arise
- Provide support and feedback to clients and their support networks
- Act as a positive role model and support system for clients
- May assist with hygiene, cleaning, dispensing medication, and additional tasks as necessary
- Document all client-related interactions in electronic health record
- Perform other related duties as required

- Ability to take 24/7 rotating remote on-call duties if assigned

**Physical Requirements:**

- Occasional exposure to outside environmental conditions for community-based meetings.
- Often meeting with persons in the community and/or visiting different businesses
- Extending hand(s) and arm(s) in any direction at times when collecting paperwork, assisting with applications, etc.
- Extensive reading responsibilities
- Ability to ascend and descend stairs occasionally required (in instances when apartments, businesses and/or meeting places do not have an elevator)
- Regular operation of a computer and other office machinery including frequent typing.
- Grasping. Applying pressure to an object with the fingers and palm such as stapling, completing hand-written forms, etc.
- Frequent talking and listening in participation of exchanging ideas through spoken word and occasional receipt and giving of detailed information through oral communication at normal speaking levels.
- Occasionally lifting and carrying up to 30 pounds, occasionally exerting up to 20 pounds of force and/or up to 10 pounds of force frequently (opening doors at meeting places/businesses, etc.)
- The worker is required to have visual acuity to operate motor vehicles.

**Qualifications:**

- Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
- Previous experience working with people with mental health challenges, histories of substance abuse and/or trauma, hospitalization, or incarceration
- Excellent communication, writing, and computer skills.
- Valid driver's license, a reliable personal vehicle available for work purposes and current automobile insurance.
- Ability to work within a Housing First, client centered, harm reduction framework
- Good communication skills and the ability to work effectively as part of the team.
- Ability to structure time, develop work priorities independently, and meet program expectations with regard to documenting interventions
- Experience with Housing First services a plus
- Lived experience with incarceration/homelessness/mental health challenges will be considered an asset
- Personal qualities of integrity, credibility, and commitment to the mission

**Compensation:**

- \$19 - \$21 / Hour
- \$2000 Hiring Bonus
  - Hiring bonus will be paid out in the first payroll cycle after the successful completion of the 60 day Orientation period

It is the policy of Pathways Vermont that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, veteran status, age, sex, marital status, sexual orientation, gender identification, or disability. Pathways Vermont is committed to a diverse workplace that reflects the communities we serve, and is particularly interested in receiving applications from a broad spectrum of people including people with military experience, individuals with disabilities, and people of color. To apply, attach a **cover letter AND a resume**