Our Future Starts With you!

POSITION Homeless Support Coordinator

DEPARTMENT Social Services

SALARY RANGE $73,587

WORK LOCATION 162 Washington Ave., Albany, NY 12210

BENEFITS
Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

This position supervises the operations of the Family Centered Case Management Services program and the homeless and domestic violence liaison Caseworkers in the division of Temporary Assistance. The incumbent will provide guidance and direction and will direct Caseworkers in the Temporary Assistance Division in the specialized program areas to ensure they are assessing and using a coordinated approach in linking individuals and families to programs and services. The Homeless Support Coordinator will provide technical assistance to Caseworkers who help homeless families and clients, including those who are housed in homeless shelters. with severe challenges in navigating the temporary assistance system. The incumbent works under the supervision of the Director of Social Services Programs and Assistant Director of Social Services Programs assigned to the Temporary Assistance Division. The incumbent assigns cases, acts as a liaison for the Family Centered Case Management program, maintains strong relationships and partnerships with various community service providers and ensures timely entry of case documentation and completion of required assessments and related tools. The incumbent handles various administrative tasks such as data collection and reporting to evaluate the efficacy of the case management program in providing effective stabilization and oversight for these complex homeless cases and continues to meet New York State reporting requirements. This position differs from the Case Supervisor A (Adult Services) and Case Supervisor B (Adult Services) titles through its focus on different populations, legal frameworks, and service goals. The Homeless Support Coordinator focuses on housing navigation, client engagement and case planning, systems thinking, and program evaluation whereas Case Supervisor A and B focus on crisis management, risk assessment and legal interventions. Supervision is exercised over lower-level caseworkers in the Division of Temporary Assistance. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

A. Graduation from an accredited college or university with at least a Bachelor's degree in Sociology, Social Work, Human Services, Psychology, Public Administration, or closely related field and three (3) years of client service experience working with poverty and homeless programs involving public contact which includes the provision of case management or services, three (3) years of which shall have been in a supervisory capacity; *OR,*

B. Graduation from an accredited college or university with an Associate's degree in Sociology, Social Work, Human Services, Psychology, Public Administration or a closely related field and five (5) years of client service experience working with poverty and homeless programs involving public contact which includes the provision of case management or services, three (3) of which shall have been in a supervisory capacity; *OR,*

C. Possession of at least sixty (60) college credit hours from an accredited college or university, of which at least twenty one (21) credit hours are in courses in Sociology, Social Work, Human Services, Psychology, Public Administration or closely related field and five (5) years of client service experience working with poverty and homeless programs involving public contact which includes the provision of case management or services, three (3) of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT

Possession of a valid NYS Driver's License at time of appointment and throughout employment.

Please upload a resume and transcript with your application.

POINT OF CONTACT FOR INQUIRIES

DSSinquiries@albanycountyny.gov