

JOB OPENING

SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
Matteson, IL 60443

POSITION TITLE: Housing Administrator (Colbert Quality Administrator) – Full-Time

POSITION REPORTS TO: Community Services Manager

POSITION SUPERVISES: None

POSITION SUMMARY:

The position provides education and support to CMHC consumers and staff on housing resources, opportunities, and housing issues. This position serves as the Colbert Quality Administrator as outlined by the State of Illinois and oversees the Colbert transition process from outreach through transition. The Housing Administrator serves as Sertoma Centre's Permanent Supportive Housing clinical liaison for support services.

POSITION RESPONSIBILITIES:

- Function as the single point of contact among Sertoma Centre, DMH/DHS, and Managed Care Organizations, communicating issues that arise, critical incidents, decision regarding referrals made, and transition progress made for Colbert Class Members.
- Complete all reports requested by MCOs and DMH/DHS.
- Complete Life Satisfaction Tool with Colbert Class Members post transition as indicated by the State of Illinois.
- Establish internal wait lists for Permanent Supportive Housing by coordinating with the Property Manager, Housing Authority of Cook County, the Department of Mental Health, and other necessary agencies to ensure vacant units are leased to eligible parties in accordance with all relevant standards, including screening all referred applicants according to state and federal Fair Housing Laws and utilizing the tenant selection criteria.
- Assist applicants for Permanent Supportive Housing with the application process and work in tandem with residents during move-in, orientation, training regarding when and how to contact the Property Manager, needed accommodations, and assistive technology as necessary.
- Conduct clinical intake assessments for Permanent Supportive Housing units, evaluating the need for services, and ensuring that linkage to Sertoma CMHC or other providers occurs.
- Conduct site visits of tenants' current living arrangements, function to provide clinical support to CMHC staff providing support services, and act as the liaison between tenants receiving services through Sertoma and the Property Manager regarding concerns with rent, rules, and other rights/responsibilities of tenancy.
- Identify and secure viable housing for individuals experiencing mental illness.
- Maintain positive working relationship with landlords and property management companies where consumers of CMHC reside.
- Directly deliver services in accordance with applicable Rule 132 program requirements.
- Schedule and document all billing activities to meet departmental deadlines, time frames, and productivity standards.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- Master's Degree in Human Services related field.
- Current LCPC or LCSW required.
- Minimum of two years' experience working with individuals with mental illness and working knowledge of the recovery-model preferred.
- Minimum of one year experience working and assessing individuals in crisis.
- Experience with quality assurance preferred. Organized and detail oriented.
- Experience with mental health services community resources networking.
- Minimum of one year of supervisory experience strongly preferred.
- Experience with Medicaid Rule 132 documentation and billing requirements preferred.
- Valid Illinois driver's license and documentation of current auto insurance, with good driving record and car available.
- Must be willing to work evenings/weekend hours as necessary and be on call to respond to emergencies.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements, including but not limited to CPR/First Aid and Crisis Prevention Intervention (CPI).
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Job Opportunities" and "Search Here."