



OPEN: 5/21/08
Job Title: **Clinical Support Specialist – Scattered Sites**
Salary: \$30,374 - \$34,490 per year depending on qualifications
Supervised by: Scattered Site Program Manager
Hours: Full-time (37.5 hours/week) hours and days may vary to best meet the needs of clients and the agency

JOB DEFINITION:

The Scattered Sites **Clinical Support Specialist** works with the Project Manager, case managers and other outside provider agencies to provide and coordinate clinical services for Scattered Site residents.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide on-site service coordination for Scattered Site residents.
- Facilitate engagement of residents through creative, resourceful strategies that build trust and confidence.
- Meet with each resident and any attached community case manager to develop a Residential Service Plan outlining goals and strategies to ensure housing success.
- Maintain contact with case managers to resolve crises and monitor progress as defined in the Residential Service Plan; regularly update each resident's progress in her/his service file.
- Assist in the management of building operations as needed.
- Intervene in crises and assist with building rule enforcement as necessary.
- Assist with other property management functions as assigned.
- Assist with screening and review of referrals for residency.
- Chart significant events involving residents in a daily logbook; read logbook daily.
- Assist residents in the formation of interest groups or therapeutic support groups; facilitate when appropriate.
- Interact with residents and publicize service availability.
- Plan outings and on-site activities to improve resident skills in activities of daily living and to increase the level of meaningful activity in their lives.
- Work with residents and other staff to identify needs for additional on-site services, groups and activities. Work with staff, outside service providers and community resources to initiate and facilitate these services and activities.
- Provide individual counseling and information and referral services to residents as needed.
- Facilitate community meetings.
- Participate in staff meetings and trainings.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- BA degree in social or behavioral science.
- At least two years of experience working with homeless, mentally ill, or chemically dependent adults. Case management experience preferred.
- Basic understanding of homelessness and various characteristics of homeless adult population.
- Ability to meet state requirements for registration as a counselor.
- Ability to communicate and work effectively with staff from various backgrounds and disciplines.
- Ability to work effectively with clients displaying a wide range of unpleasant and/or bizarre behaviors.
- Subscription to philosophy of cooperation and continuity across programs and of consideration and respect for clients.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be



DESC Job Description - Page 2 of 2

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made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required sit for long periods of time, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 25 pounds and to operate computer hardware systems. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

APPLICATION PROCEDURE

Submit a Cover Letter and Resume to: DESC-SSCM, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to hr@desc.org, or fax to – (206) 515-1501

The Downtown Emergency Service Center is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.