

H. R. U.

Human Resources Unlimited

Employment Opportunity

POSITION: EMPLOYMENT COORDINATOR/HOMELESS ADVOCATE

Posted 9/2/11

PROGRAM/DEPT: FORUM HOUSE – Employment services which provides outreach, engagement and flexible support services for homeless mentally ill adults

**SCHEDULE: M-F 8 a.m. – 4:30 p.m.
(flexibility required)**

**PAY SCALE: Starting \$11.12/hr
Grade 6 full time– non-exempt**

QUALIFICATIONS SUMMARY

- One year of experience working with people who have mental illness preferred **OR** two years of human service experience. Will consider internship experience with college degree.
- High School Diploma/GED or Bachelor's degree in a related field
- Strong advocacy skills
- Understanding the needs of homeless mentally ill
- Marketing experience preferred
- Ability to facilitate small group settings
- Motivated, dedicated self-starter
- Strong teamwork, adaptability and problem-solving skills
- Demonstrate respect for the rights and abilities of the homeless population.
- Valid driver's license, good driving record and own vehicle
- A plus: Knowledge of substance abuse/addictions
- Bi-lingual a plus

SUMMARY OF RESPONSIBILITIES

1. Provide supports to individuals with mental illness who are homeless, formerly homeless, or at risk of homelessness who are federal food stamp recipients.
2. Provide flexible outreach and supports to homeless mentally ill individuals referred from homeless shelters.
3. Assist individuals in obtaining housing, benefits, services and supports.
4. Develop individual service plans with members and assist them in achieving employment and education goals.
5. Work within the clubhouse model coordinating unit activities, assisting with employment.

**APPLY TO: Deb Aughterton, HUMAN RESOURCES UNLIMITED,
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Phone (413) 781-5359 - FAX (413) 746-3370 - E-mail: daughterton@hru.org**

Human Resources Unlimited (HRU) is a private, not-for-profit agency which has provided employment, training, and pre-vocational services to people with developmental, psychiatric, and other disabilities or disadvantages since 1970.

Internal candidates are given priority consideration

**HRU IS AN AA/EOE EMPLOYER. MINORITIES, PEOPLE WITH DISABILITIES,
VIETNAM VETERANS, AND WOMEN ARE ENCOURAGED TO APPLY.
WE ARE PREPARED TO MAKE REASONABLE ACCOMMODATIONS TO PEOPLE WITH
DISABILITIES TO ENSURE EQUAL ACCESS TO EMPLOYMENT.**

