

Position: Entitlement Specialist/Pre-Voc. Counselor (Supportive Housing – Homeless At-Risk)
Job location: Bronx, NY
Full-time: 40 Hours
Position reports to: Clinical Supervisor

Responsibilities

- Complete and ensure the processing of residents entitlements of all government benefits.
- Process entitlements such as SSI, SSD and Public Assistance referrals.
- Prepare documents enabling resident's recertification for all entitlements.
- Assist tenants in the preparation of applications for Birth Certificates, obtaining Social Security Cards and maintaining copies in their charts.
- Assist tenants with obtaining Bank Accounts and act as liaison between tenants and check cashiers.
- Carrying a caseload with regular home visits for support and to ensure stabilization.

- Arrange and facilitate classes together with maintaining attendance register, job applications, resumes and cover letters of residents.
- Educate residents, as well as conduct group meetings on job hunting and labor market information, job readiness methods, and occupational information.
- Assist residents in recognizing employment or re-employment prospects
- Provide tenants with counseling and job-readiness testing.
- Conduct regular meetings with tenants to assist them with making decisions and resolving problems effectively
- Arrange and accumulate different techniques of evaluation and check results.
- Develop an increasing variety of contacts with companies and organizations to secure employment opportunities for residents.
- Identify emerging trends such as "Green Collar" jobs and connecting with prospective employers and training entities to provide residents access to these positions.
- Organize employer recruitment events and network on behalf of the agency at meetings.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Bachelor degree preferred. Experience working as a vocational counselor with mentally ill population preferred. Excellent writing, communication and administrative skills. A minimum of two (2) years of experience working with mentally disabled individuals. A minimum of three (3) years of experience working with Social Security Administration and knowledge of Entitlements. Must have knowledge of Human Resources Administration (HRA) and Office of Mental Health (OMH) entitlement regulations. Computer literacy in Microsoft Word. Excellent organizational, verbal and written communication skills.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments; OR Fax resume and cover letter to (718) 231-7720 Attn: HR

Only applicants being considered for an interview will be contacted.

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