



JOB DESCRIPTION: Assessor – Clear Path Assessor

Reports To: Director of Residential Services & CAP

Position Status: Full Time (40 HRS)

POSITION SUMMARY:

The Clear Path Assessor in Gateway Center's Coordinated Assessment Program (CAP) is responsible for completing assessments utilizing the VI-SPDAT 2.0; complete intakes for clients that are eligible for residential placement at Gateway Center; provide client centered case management services utilizing evidence based intervention strategies; develops individualized housing plans; and link clients with community-based housing and service resource. The Clear Path Assessor must have extensive experience working with individuals that are homeless, knowledge of Housing First, harm reduction strategies, local homeless services, and housing subsidy and support programs (i.e. Section 8, Rapid Re-housing, Shelter + Care, and VASH) are preferred.

This position will utilize motivational interviewing as part of the coaching model for the approach to case management that supports moving clients towards becoming self-sufficient. This position should also be trained in Trauma Informed Care.

PRINCIPAL ACCOUNTABILITIES:

- Develop goals through the use of an Individual Service Plan (ISP) and monitor progress
- Assists with the planning and implementation of housing needs.
- Participates in case staffing, including Multi-Disciplinary Team meetings.
- Complies with all agency confidentiality standards.
- Provide case management services including, but not limited to: providing appropriate resources, tools, and counseling to assist participants in achieving their case plan goals; making referrals for services; following up to ensure that the referrals were completed and tracking and documenting participant progress
- Encourage and support client participation in activities and events that increase ability to remain linked to care and/or behavioral health care, identify employment options or cash benefits, and identify housing options.
- Build internal and external relationships with partners that will support clients in their ability to reach their goals
- Document client contacts within 72 hours and maintain up-to-date information on services provided to participants in the Homeless Management Information System (HMIS) and hard copy case records
- Submit monthly reports to supervisor
- Participate in staff development and all required Agency meetings
- Other duties as assigned



QUALIFICATIONS:

- Master's degree in social service field preferred (*i.e.* social work, counseling, child and family services, human services)
- Bachelor's degree in social services or related field accepted
- Strong organizational skills
- Excellent written and verbal communication skills
- Proficient in Outlook and Microsoft Word and other software packages
- Flexibility (Position will require some evenings and weekend)

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 made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle, or feel to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The employee must be able to reach with hands and arms. The employee must be able to talk, hear, communicate, detect, converse with, discern, convey, express oneself, and exchange information. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to airborne pathogens. The noise level in the work environment is usually moderate.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

Gateway Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Gateway Center also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Gateway Center also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.