

ARBOR DEVELOPMENT POSITION ANNOUNCEMENT

Date: October 26, 2009

Contact Person: Molly Bailey, Director of Human Resources

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Address: 16 West William Street
P.O. Box 31
Bath, New York 14810

Position Title: Housing Advisor – Sedgwick House in Bath, NY

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assigned to work within the Behavioral Health Services division, this position is responsible for providing person-centered recovery based education and support to individuals diagnosed with a mental illness for the purposes of assisting them in building independent living skills so they can live safely on their own, or in the least restrictive environment possible. Examples of support provided to clients by this position include providing licensed treatment assistance, conducting on-site support groups, assisting with goal-setting and skills development and facilitating participation in community activities all within a fully supervised group residential setting. **SHIFT: Four (4), 10-hour days, Thursday, Friday and Saturday overnight 9:30 pm -7:30 am, Tuesday 12:00 noon -10:30 pm.**

EDUCATION AND EXPERIENCE:

In order to be considered, candidates must demonstrate that they possess the following knowledge, skills and abilities:

- ◆ Must possess an Associates Degree in Human Services or a related field. Consideration will be given to candidates with college credits towards a degree and experience in the field.
- ◆ Must possess and be able to demonstrate basic oral and written communication skills and math skills. Must be able to read and comprehend written instructions. Must be able to demonstrate good listening skills. Must be able to speak effectively with clients, co-workers, supervisors, outside professionals, vendors, family members, etc.
- ◆ In order to serve as an effect role model for clients, must be able to demonstrate knowledge and competency of good social skills as well as daily living skills.
- ◆ Must be able to multi-task or handle multiple assignments, duties, and priorities.
- ◆ Must be able to use common sense, patience, sound judgment, good reasoning and initiative in the performance of the position. Prior to taking action, must be able to determine what situations will require guidance or advice from a Supervisor.
- ◆ Must be able to demonstrate an awareness and acceptance of diversity.
- ◆ Must possess the ability to operate a computer and software such as Microsoft Office Suite.
- ◆ Possess a valid driver's license, good driving record, and be willing to drive the agency vehicle as requested.
- ◆ Must be able to regularly lift, move, push, carry or pull up to 25 pounds, and infrequently lift, move, carry, push or pull up to 50 pounds.