



**Lee Carlson Center™**  
FOR MENTAL HEALTH & WELL-BEING  
*HOPE. HEALING. HEALTH.*

Position:

### **CSP/Housing and ARMHS Specialist**

Who we are:

Lee Carlson Center for Mental Health & Well-Being is a 501c3 non-profit and the primary provider of outpatient mental health services in Anoka County and surrounding areas. Each year we offer hope and healing to more than 4,000+ individuals and families struggling with a variety of emotional health issues. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry.

A beacon of hope and healing for over 38 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults

### **Housing Navigation Responsibilities**

- Provide short term interventions that include housing navigation and supports.
- Assess housing barriers of individuals experiencing homelessness to determine housing and service needs.
- Develop a housing procurement, financial and self-sufficiency case management plan with clients. This includes intake interview to determine client's needs, goals and eligibility.
- Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities.
- Assist clients in locating and securing housing of their choice.
- Assist in development of and encourage adherence to a personal budget through proactive housing and budget counseling sessions; provide budget counseling and education to assist clients in establishing payment plans for their bills and past debts and to assist clients in obtaining and maintaining their housing.
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and/or maintain housing.

- Create and maintain consistent communication channels, both verbal and written, between multiple parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
- Serve as an ongoing liaison between property managers and clients, as well as between clients and neighbors.

### **CSP Case Management Responsibilities**

- Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
- Assist clients in development of a strength-based/solution-focused individualized goal and action plan that promotes permanent housing and self-sufficiency; develop an effective, timely referral network in order to ensure ongoing direction and support as needed.
- Identify client strengths and barriers to stability and assist clients to reducing barriers and linking to resources and services.
- Provide proactive follow up home visits to ensure stability and further progress towards self-sufficiency; this includes support, advocacy, reducing isolation, listening, problem solving and identification of resources to assist with reintegration of clients in the community.
- Maintain accurate daily logs records, monthly outcome reports and files for each client.
- Transport clients as deemed necessary. Transportation requirements should be limited to housing and job searches and occasional visit to relevant social service agencies.
- Collect and report program data, including but not limited to HMIS and MHIS reporting and funders required data.

### **ARMHS Rehabilitative Mental Health Supports to Adults**

- Provide Adult Rehabilitative Mental Health Services (ARMHS) services to enable individual to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills, when these abilities are impaired by the symptoms of mental illness.
- instruct, assist, and support the individual in areas such as: interpersonal communication skills, community resource utilization and integration skills, crisis assistance, relapse prevention skills, health care directives, budgeting and shopping skills, healthy lifestyle skills and practices, cooking and nutrition skills, transportation skills, medication education and monitoring, mental illness symptom management skills, household management skills, employment-related skills, and transition to community living services.

- Meet with individuals 2-5 hours a week in the community or in the individual's home.

### **Qualifications**

Education and/or Experience: Bachelor's degree and experience working with SMI and SPMI adults with diverse clinical issues/backgrounds. Culturally sensitive and knowledge of personal boundaries and professional ethics. Must be able to work under stress and intervene appropriately in crisis situations. Must have a minimum of a BA or BS degree in psychology, social work or human services related field. Candidates are required to demonstrate 2000 hours of prior experience working with adults with mental illness under the supervision of a mental health professional.

Ability to maintain a valid driver's license, proof of drivers insurance, a satisfactory driving record and reliable transportation.

In order to apply for the position please provide a resume and cover letter with interest to [redwards@leecarlsoncenter.org](mailto:redwards@leecarlsoncenter.org)