



Ending homelessness. Preventing suicide.

**Case Manager – Community Support Team
(2 Positions)**

Full time position available for provider of ongoing, evidence based, intensive community support services to clients of MHS, Inc, that are severely mentally disabled and homeless. Case Manager assists clients in gaining access to necessary services; develops individual service plans for clients to assist in reducing symptoms of psychiatric illness; and through training, monitoring and support attempts to restore clients to optimum functional level.

Qualified candidates must possess a Bachelor's degree in social, behavioral or human services, coupled with at least one year of professionally supervised work in the delivery of mental health, chemical dependency or social services. LSW or PC highly preferred. Valid driver's license with less than six points, proof of insurance along with operational vehicle, required.

This is a non-exempt, union position with a minimum-starting wage of \$12.98 per hour. The hours are 8am – 4:30pm, Monday through Friday.



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Shelter Specialist, Part Time ESDM

The Shelter Specialist is responsible for providing direct service to homeless men who utilize the shelter. This position is responsible for conducting screening interviews and needs assessments, and for making prompt and appropriate referrals to other shelters or service providers that meet participant needs including substance abuse, medical and/or psychiatric care. Prepares and submits timely and accurate documentation. High school diploma or equivalent, coupled with two years experience working with the homeless or disabled.

This is non-exempt, hourly, union position with a minimum pay rate of \$10.00 per hour. The hours are 4:30 pm – 12:20 am, Saturday and Sunday.



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Employment Specialist-Supported Employment (2 Positions)

Under general supervision, carries out the services of the IPS-supported employment program by assisting consumers obtain and maintain employment that is consistent with their vocational goals. Completes and maintains progress notes and documentation according to agency and regulatory service standards. This position assists consumers obtain and maintain employment that is consistent with their vocational goals. Qualified candidates must be able to maintain progress notes and documentation according to agency and regulatory standards.

Bachelor's degree in social services, business, marketing or related field required. Valid Ohio driver's license proof of automobile insurance also required.

This is a full time, non-exempt, union position with a minimum starting salary of \$12.98 per hour. The hours are 8:30am – 5:00pm, Monday through Friday.



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Case Manager - Safe Haven I

Under general supervision and working as part of the Community Psychiatric Supportive Treatment provides on-going intensive mental health interventions to persons who have a severe and persistent mental illness and who are homeless. Completes and maintains progress notes, service logs and other pertinent documentation according to agency and regulatory service standards.

Provides an array of community based, mobile services that address the individualized mental health needs of persons who have a severe and persistent mental illness and who are homeless, including but not limited to ongoing assessment of needs, coordination of services, linkage, symptom monitoring, advocacy, outreach, housing placement, and skill development. Services may be provided face-to-face or by telephone. Coordinates the development of the individualized service plan (ISP) for each assigned client. Conducts community outreach by establishing and maintaining professional and therapeutic relationships with clients, and maintains accurate treatment documentation. Provides on-call coverage as scheduled.

This is a non-exempt, union position with a minimum-starting wage of \$12.98 per hour. The hours are 8:00am – 4:30pm, Monday through Friday; on-call coverage will be rotated.



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Crisis Intervention Specialist – Adult Mobile Crisis Team (2 Positions)

Under general supervision and working as part of the Mobile Crisis Team (MCT), performs crisis screening, hotline, referral/information and enrollment services to individuals who present in need of mental health services. Provides mobile crisis assessment and crisis intervention services to children and adults who present in a mental health crisis. Makes treatment recommendations, and develops, completes and monitors individualized service plans (ISPs). Coordinates the utilization of other County funded crisis and emergency services. Completes and maintains service documentation according to agency and regulatory standards.

Bachelor's degree in social work or related field coupled with at least one year of demonstrated work experience in a social service (crisis oriented) environment. Must possess professional licensure as a LSW, LPC, LPCC or LISW. Possession of a valid driver's license with no more than six points and proof of insurance is required.

This is a non-exempt, union position with a minimum starting wage of \$14.42 per hour. The position requires working four (4) 10-hour shifts on various days.



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Chemical Dependency Counselor

Under general supervision of the Assistant Director of Housing and working as part of the Residential Services Team, the CDC will provide a range of prevention, assessment, and intervention services. The CDC will also provide individualized and group services as well as providing consultation to outside agencies on problems, assessments, and recommendations for clients. Must be able to complete and maintain service documentation according to agency and regulatory standards. The site for these positions has yet to be determined.

Bachelor's degree in social, behavioral or human services and three years relevant Chemical Dependency counseling work. LSW, LPC or Chemical Dependency certification or license. Experience working with dually diagnosed individuals. Master's level and Independent licensure preferred.

This is a non-exempt, union position with a minimum starting wage of \$14.42 per hour. The hours are 8:00am – 4:30pm, Monday through Friday.



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Supported Employment Program Manager

MHS is looking for dynamic, energetic Manager to lead our Supported Employment team! This is not your traditional employment program. MHS utilizes the Evidenced Based Practice Supported Employment to help clients achieve their goals and reach their potential. The population we serve includes homeless/ formerly homeless, severely mentally ill and/or chemically dependent adults.

The Supported Employment manager supervises a team of 7 Employment Specialists in locations throughout the Cuyahoga County area. This hands-on, community based approach involves building relationships with employers, field mentoring to employment specialists and collaborating with community partners. Organization and ability to multi-task are essential, as the position also involves tracking data/outcomes and facilitating trainings and meetings.

Bachelor's degree in social work, business, sales, customer services or related field. Master's degree in a related field preferred. Previous experience as an employment specialist assisting clients with severe mental illness in obtaining and maintaining competitive employment is desired. Previous supervisory experience is desired.

This is an exempt, non-union position with a minimum starting wage of \$40,000 annually. The hours are 8:00am – 4:30pm, Monday through Friday.



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Case Manager – VLRT (Violent Loss Response Team)

Under general supervision and working as part of the Homicide Program, provides on-going intensive mental health interventions to persons who have lost a friend or family member to homicide. Completes and maintains progress notes, service logs and other pertinent documentation according to agency and regulatory service standards.

Provides an array of community based, mobile services that address the individualized needs of families of homicide victims in the City of Cleveland, these include: ongoing assessment of needs, coordination of services, linkage, and notification of death, advocacy, outreach, funeral planning, hospital visits, and procurement of basic needs, rent assistance and linkage to victim of crime entitlements. Services may be provided face-to-face or by telephone.

Bachelor's degree with LSW, LISW, LPC, or RN. Masters strongly preferred and a minimum of one full year in mental health services.

This is a non-exempt, union position, with a minimum starting wage of \$14.42 hourly. The hours are 8:00am – 4:30pm, Monday through Friday.



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Quality Assurance Specialist

Ensures agency records, billings, files and documentation are completed according to quality policies, procedures and standards and assists in planning and implementation of a continuous quality assurance (QA) system. Provides instruction and guidance to agency staff in assurance compliance for quality, certifications, billing and client rights standards, and prepares quality reports.

Audits clinical service records to ensure accurate documentation for eligible billings; identifies issues and ensures corrective action. Conducts quality assurance reviews of agency clinical records for open and terminated cases including utilization reviews, and client and community satisfaction surveys, ensuring compliance with agency QA Plan. Ensures clinical records are prepared and maintained in accordance with agency and other regulatory standards.

Bachelor's degree in social, behavioral or human services with a minimum of 3 years work experience in a social service or mental health field.

This is a non-exempt, union position with a minimum starting wage of \$11.63 per hour. The hours are 8:30am – 5:00pm, Monday through Friday.



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Case Manager – North Point

Under general supervision, initiates and engages homeless men living at North Point transitional housing by conducting screening interviews and completing assessments to determine need for services. Develops goals and objectives for program participants to obtain housing, employment and meet their individually identify goals including but not limited to alcohol and other drug abuse issues, health care linkage, job placement, increasing income, and increasing stability and self-sufficiency. These services are designed to be pro-active and to rapidly reintegrate program participants. Completes and maintains progress notes and documentation according to agency and regulatory service standards.

Qualified candidates must possess a Bachelor's degree in social, behavioral or human services, coupled with at least one year of professionally supervised work in the delivery of mental health, chemical dependency or social services.

This is a non-exempt, union position with a minimum starting wage of \$12.98 per hour. The hours are 8:00am – 4:30pm, Monday through Friday.



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Crisis Intervention Specialist - Child Mobile Crisis Team

Under general supervision and working as part of the Mobile Crisis Team (MCT), performs crisis screening, hotline, referral/information and enrollment services to individuals who present in need of mental health services. Provides mobile crisis assessment and crisis intervention services to children and adults who present in a mental health crisis. Makes treatment recommendations, and develops, completes and monitors individualized service plans (ISPs). Coordinates the utilization of other County funded crisis and emergency services. Completes and maintains service documentation according to agency and regulatory standards.

Bachelor's degree in social work or related field coupled with at least one year of demonstrated work experience in a social service (crisis oriented) environment. Must possess professional licensure as a LSW, LPC, LPCC or LISW. Possession of a valid driver's license with no more than six points and proof of insurance is required.

This is a non-exempt, union position with a minimum starting wage of \$14.42 per hour. The position requires working four (4) 10-hour shifts on various days.



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Referral and Information Specialist – Adult Mobile Crisis Team

Under general supervision and working as part of the Mobile Crisis Team (MCT), performs crisis screening, hotline, referral/information and enrollment services to individuals who present in need of mental health services. Assists in the delivery of crisis intervention services to children and adults in a mental health crisis; coordinates the utilization of other County funded crisis and emergency services; links new clients with appropriate counseling and community support program services. Performs other related services as directed.

Bachelor's degree in social work, psychology, sociology or related field, and one year of related experience or a minimum of five years professionally supervised work in the delivery of mental health, chemical dependency and/or social services.

This is a non-exempt, union position with a minimum starting wage of \$11.63 per hour. The position requires working four (4) 10-hour shifts on various days.



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Case Manager – Rapid ReHousing Program North Point

As part of Central Intake Team for Homeless Men, the Case Manager will assist in rapidly re-housing homeless men, and will provide home-based follow-up support. The men served by this program have income either through employment or disability benefits, and have low to moderate housing barriers. Rapid re-housing is a new approach to serving homeless persons. The project is based on a “Housing First” philosophy and nationwide best practices. Through this project, homeless persons are quickly housed with a short-term subsidy and then are linked with community resources to address their other needs.

Under the direction of the Program Manager, the Rapid ReHousing Case Manager will work with clients to create housing and self-sufficiently plans and assist clients in implementing those plans. Follow-up is provided once clients are housed to ensure they maintain their housing and stability once housing subsidy ends.

The Case Manager will have an office in the North Point Transitional Housing building at 1550 Superior Avenue.

Qualified candidates must possess a Bachelor’s degree in social, behavioral or human services, coupled with at least one year of professionally supervised work in the delivery of mental health, chemical dependency or social services. The candidate must have a car, for which driving expenses will be reimbursed. LSW preferred.

This is a non-exempt, union position with a minimum-starting wage \$12.98 per hour. The hours are Monday through Friday, 9:00 am to 5:30 pm, with some flexibility.



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Resident Advocate – Part Time (16 hours)
North Point

The Resident Advocate is responsible for ensuring adherence by the program participants and visitors of program rules and must interact with program participants to encourage completion of daily living responsibilities, support job search or retention activities and skills to maintain housing.

Qualified candidates must possess a high school diploma or equivalent, plus one year applicable work or internship experience.

This is a non-exempt, union position with a minimum-starting wage \$10.00 per hour. The hours are 12:30am – 9:00am, Saturday and Sunday.



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Resident Advocate – Part Time (32 hours)

North Point

The Resident Advocate is responsible for ensuring adherence by the program participants and visitors of program rules and must interact with program participants to encourage completion of daily living responsibilities, support job search or retention activities and skills to maintain housing.

Qualified candidates must possess a high school diploma or equivalent, plus one year applicable work or internship experience.

This is a non-exempt, union position with a minimum-starting wage \$10.00 per hour. The hours are 3:00pm – 11:30pm, Thursday through Saturday and 12:30am – 9:00am on Sunday.



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**Shelter Specialist, Part Time
SPOT**

High school diploma or equivalent, coupled with two years experience working with the homeless or disabled, required. Essential is basic knowledge of mental illness, disabling conditions and homelessness as well as the demonstrated ability to work independently and collaboratively. Possession of a valid State of Ohio vehicle operator's license with less than six points, along with proof of current auto insurance is also required.

This is a non-exempt, union position with a minimum starting wage of \$10.00 per hour. The hours are Saturday and Sunday, 8:00am-4:30pm.