



**POSITION OPENING
CLIENT SERVICE COORDINATOR & HMIS ADMINISTRATOR
VILLA AURORA**

Carrfour Corporation is a nonprofit 501(c)(3) organization whose mission is to develop permanent supportive housing and maximize the self-sufficiency of the formerly homeless and those at risk of homelessness in Miami-Dade County. Established in 1993 by the Homeless Committee of the Greater Miami Chamber of Commerce, Carrfour is unique from other nonprofit organizations addressing the homelessness issue in that we are *both a housing developer and a service provider*. Our goal is to end homelessness in Miami-Dade County.

The Villa Aurora Housing Program is designed to help strengthen the family and eliminate the factors that led to homelessness. The families of Villa Aurora are encouraged to increase their harmony and cohesiveness, level of independence, residential stability, and self-sufficiency with the support of a Service Coordinator and a variety of supportive services. Families admitted into the program will select a scattered-site unit in the central portion of Miami Dade County until the Villa Aurora Housing Project is completed.

Duties/Expectations:

- Conduct intake and assessments of new residents
- Work with residents to develop and implement “Independent Living Plans” (“ILP”) or “Self Sufficiency Plans”(“SSP”)
- Monitor resident progress towards ILP or SSP goals and update as needed
- Conduct scheduled weekly / bi-weekly home visits with each resident
- Provide linkage and referrals to community services, agencies, and activities
- Conduct at least 1 group on topics related to independent living, parenting, social skills, recovery and/or wellness
- Provide transportation as needed to residents for services required to support the ILP or SSP
- Teach daily living skills and other necessary skills as outlined on each resident’s ILP or SSP
- Facilitate workshops and information sessions for residents
- Participate in residential community building activities and field trips
- Attend scheduled workshops, trainings and meetings as required
- Complete all documentation and paperwork in a timely and efficient manner
- Intervene in crisis and emergency situations
- Other duties as assigned to support and ensure the success of the program

HMIS

- Work with Co-administrator in managing HMIS/Service Point issues that evolve in all Carrfour programs
- Conduct, attend, and coordinate trainings for HMIS Service Points
- Maintain HMIS records/files for all Carrfour Programs
- Serve as a liaison to other agencies in managing HIMIS issues

Required Experience:

- Bachelor’s degree in social work, mental health, psychology, or related field
- A minimum of two years related experience
- Knowledge of community resources
- Ability to work a flexible schedule and be on-call as needed
- Bilingual (English/Spanish or Creole/English) preferred

RESUMES MUST BE RECEIVED BY AUGUST 8, 2008 to Mgil@Carrfour.org

Fax 305-628-8141