

PEER SUPPORT SPECIALIST, RENTAL ASSISTANCE – SUPPORTED HOUSING PROGRAM - MADRAS, OREGON

BestCare Treatment Services in Madras is recruiting for a Peer Support Specialist, Rental Assistance – Supported Housing Program! This is a Full-Time regular position that includes a competitive benefits package, FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option. Starting wage for this position is \$17.40 - \$22.83 DOE. This is a Full-Time regular position that includes a competitive benefits package, FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option.

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment, and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, about 45 minutes north of Bend, and surrounded by quaint farms and working cattle ranches, Madras, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as well as its rich mix of cultures. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Madras is in close proximity to a myriad of destination locations for fun and relaxation including breath-taking Mt. Hood, world famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Madras, take a look at this video:

[Madras Oregon: Beyond the Windshield - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title:	Peer Support Specialist
Program:	Supportive Housing Program
Program Location:	Madras, Oregon
Employment Status:	Full Time Regular
FLSA Classification:	Non-Exempt (Hourly)

General Duties: The Peer Support Specialist will provide housing assistance to individuals who have been determined eligible for the Direct Rental Assistance program at BestCare/Madras Outpatient Program. The position includes outreach to individuals with serious mental illness who also have housing needs. Responsibilities include: Participant screening, eligibility determination, assisting with locating housing (state approved standards), program orientation, client transportation, community education, assisting clients to access entitlement programs (Pre-SSI/SSDI, Section 8, Public Assistance, health insurance), as well as assisting clients to maintain housing. The position includes, but is not limited to direct interaction with clients for the purpose of accessing said resources, close coordination with the treatment team, and ongoing linkages with local and regional resources and social service networks.

Job Relationships:

- Reports to: Residential Specialist; Program Director
- Employees Supervised: None

Language: Bi-Lingual Spanish/English preferred

Education & Experience: Associate's Degree, or equivalent relevant volunteer or employment experience. Familiarity with mentally ill population (including co-occurring disorders such as substance abuse and/or developmental disabilities). Must have compassion for people with mental illnesses, co-occurring disorders, poverty and must be culturally sensitive and competent. Simultaneously, must maintain healthy boundaries and the ability and willingness to be assertive when appropriate.

Duties:

- Become familiar with the priority population (mentally ill with housing needs) and assist in the creation of an Eligibility Checklist and Screening/Intake paperwork.
- Meet with potential program participants to screen for eligibility, assess housing needs, benefits, and provide program orientation.
- Create a checklist for housing options that comply with state requirements for approved rental units. Remain abreast of local housing units that are available in the county. Develop and maintain relationships with local landlords and property management companies.
- Meet with program participants to assess housing needs, client income, and assist the client in exploring local housing options. This includes assisting the client with rental unit searches, the application process, and barrier removal (i.e., Completing the Ready to Rent class offered by Housing Works of Central Oregon).
- Create a Program Participant written agreement that includes participant's financial responsibility and agreement to notify the Supportive Housing Program team if their income increases or decreases. Agreement will include their commitment to pay 30% of their monthly rent. Create a Release of Information for the participant's landlord/property management company that will allow Supportive Housing Program staff to confer with them about rental status, payment issues, and sustainability.
- Network closely with the Mental health Treatment Team who will refer clients for housing and/or social services. Keep the referring clinician apprised of progress. Attend Mental Health Team meeting to share updates/progress reports. Keep colleagues apprised of issues or barriers that exist with each case.

- Provide Community Partner Outreach to educate potential referral sources about the Direct Rental Assistance Program.
- Build a resource file with community resource access numbers and information.
- Maintain a spreadsheet that contains data including the number of clients screened, program participants, and housing information. Spreadsheet will also include the state the participant is in, whether or not housing came to fruition, as well as the housing outcome, pre-SSI/SSDI process, Section 8 application process, other social services referrals made, and any other relevant information.
- Once a program participant accesses housing, continued monitoring of the case and assistance with conflict resolution if the housing becomes jeopardized or terminates. Track outcomes by keeping a client file that includes notes/progress and barriers.

Skills & Abilities:

- Patience, empathy, understanding of and awareness of working with individuals with mental illness and co-occurring disorders. Knowledge of alcohol and drug addiction and local resources, specifically housing and social services.
- Works well with individuals from diverse backgrounds.
- Works independently and reliably as a member of the Supportive Housing Program team as well as the greater mental health treatment team.
- Networks with and provides linkages to various community resources.
- Possesses a willingness to provide advocacy for our clientele in order for them to access resources.
- Possesses a willingness to provide client transportation related to housing and social services and/or coordinates client transportation.

Tools and Equipment Used:

Must have competency using a computer for word-processing, database and internet usage to include experience with Word, Excel, and Outlook. Must be able to operate typical office equipment including fax machine, scanner, copy machine, telephone, and projector.

Physical Demands:

The physical demands 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 this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and 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.

Work environment is an office setting as well as travel to other organizations, schools, hospitals, community gathering places, etc. Travel within Madras, Warm Springs, Central Oregon and outside of Central Oregon required, must have reliable transportation.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)