



## **MACH ONEHEALTH JOB DESCRIPTION**

**POSITION TITLE:** Lead Housing is Healthcare Coordinator (LCSW, MSW or Nurse)

**REPORTING TO:** Executive Director

**FLSA CLASSIFICATION:** Exempt (Hourly/Salaried) \$65,000/yr

### **Responsibilities:**

1. HMIS (Homeless Management Information System) data entry coordinator for MACH OneHealth.
2. Timely data entry and updates to HMIS for MACH OneHealth program participants, including completing monthly interim assessments and entry/exits from the program.
3. Ensuring confidentiality for our clients, including obtaining releases of information and providing information about rights and responsibilities related to the data of program participants.
4. Monitoring top 30 singles on the Housing Priority list to assist our clients with documentation of homelessness and/or disability.
5. Connecting MACH OneHealth clients to MACH OneHealth volunteers to obtain disability documentation assistance.
6. Attend Homeless Services Consortium Outreach meetings and report back to staff and volunteers as needed.
7. Assist in training MACH OneHealth volunteers and staff on the importance of HMIS for getting into Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) housing programs.
8. Assist in filling out homeless history packets or coordinating volunteers to do so.
9. Assist in connecting clients to other housing and mainstream resources, as needed or coordinating volunteers to do so.
10. Supervision of part-time health ambassadors with lived experience.
11. Participation in relevant MACH OneHealth circles.
12. Other duties as assigned.

Additional responsibilities for LCSW or MSW or other mental health degree:

1. Mental health diagnosis and/or counseling
2. Supervision of Social Worker

Additional responsibilities for Nurse:

1. Medical care coordination

### **Skills and Qualifications:**

1. A nursing degree (RN or LPN), MPH, or MSW degree/qualifications, LCSW preferred.
2. A passion for ending homelessness and working with people without homes.

3. Ability to be trained in HMIS and maintain required certifications.
4. Ability to be trained in MACH OneHealth Electronic Health Records system.
5. Commitment to maintaining confidentiality of our program participants.
6. Ability to interact with clients in a trauma-informed way that includes harm reduction and centers on the program participants needs.
7. Ability to meet clients where they are at and be flexible in providing services.
8. History of positive working relationships with people of diverse racial/ethnic, socio-economic, and educational backgrounds.
9. Demonstrated ability to use creative problem-solving skills to assist persons of diverse backgrounds and abilities, often in extreme personal crisis.
10. Good organizational skills and ability to work independently and with close attention to details.
11. Ability to learn about government or social services agencies that assist people without homes.
12. Commitment to the mission of a small, volunteer driven non-profit organization.
13. Ability to have a flexible schedule.
14. Lived experience, bilingual in Spanish or ASL a plus.