

Lookout Mountain Community Services

Job Announcement

JOB TITLE	POSITION NUMBER
SST 3/Shelter Plus Care	00211140
POSTING DATE	DEADLINE DATE
October 1, 2019	Until filled
POSITION LOCATION	
Recovery Services-Supported Employment 806 E. Villanow Street Lafayette, GA 30728	
GENERAL NATURE OF JOB DUTIES	
Keeps up to date files for Shelter Plus Care (SPC), Georgia Housing Voucher program (GHVP) , and those transitioning from GHVP to Section 8 housing. Keep up with lease renewals, annual recertification's for individuals in GHVP and SPC. Enter intake, annual, homeless data, vulnerability assessments into HMIS system for each resident as required by HUD and DCA. Run monthly data reports. Among other duties related to the position the individual will serve as the Health and Safety officer for Recovery Services and will maintain vehicle logs/assignments of Recovery Services vehicles. The primary work schedule will be 8:30 to 5:00. Flexibility of schedule will be necessary in order to provide support to individuals and some evenings and weekends may be required.	
MINIMUM QUALIFICATIONS	
Completion of a high school diploma or equivalent, be at least 21 years of age and have one year experience working with individuals in a mental/behavioral health setting. Preferred Qualifications: Bachelor's Degree in social services field and one year experience in the mental/behavioral health field.	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4100 FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4100</i></p>	<p>Applications/resumes should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing
An Equal Opportunity Employer