



CERA Housing Specialist/Direct Care Specialist

Full Time, Varied Shifts

Minimum Starting Salary: \$15.34

Do you have a passion for assisting individuals to successfully maintain their housing? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work as a CERA Housing Specialist!

What You Will Be Doing

Working as a **CERA Housing Specialist** you will be responsible for processing paperwork to assist individuals/families with housing assistance. You will assess the needs and eligibility for the CERA program to provide assistance, referrals, and resources. This position will Document details of the intake, communication with the individual, landlord or other partners in the record/file, required database, forms, trackers, etc. as directed per workflow. It will include scheduling follow up appointments as needed to provide ongoing assistance and case management services for eligible individuals as guidelines allow. This position is grant funded through 12/31/2021.

What We Require

High School diploma or GED with at least two years of work experience in combination with lived experience navigating mental health resources and/or services to benefit those with mental health, developmental, or behavioral challenges; experience in Community Mental Health or transitional housing setting is preferred.

Why Work For ISK

Because we make a difference in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values diversity, inclusion, work/life balance and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the best retirement plans in southwest Michigan. You will also enjoy 10 paid holidays, 23 days of PTO and the opportunity to earn additional PTO hours for participating in our wellness program!

Who We Are

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are invited to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforce. ISK fomenta la diversidad y la inclusión.

We look forward to meeting you! Apply online at www.iskzoo.org/careers

Physical Requirements/Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.