



Mental Health Connecticut is a statewide not-for-profit agency that provides direct services to adults with severe and persistent mental illness, presents workshops about mental health, and mounts reform efforts to help shape state policies and laws.

MHC has an immediate full-time opening (Monday-Friday: varied hours during first shift and some early evening) for a Coordinated Access Network Youth Navigator within the Torrington area. This position will assist the Team Leader in working with the service system to identify and address Coordinated Access Network (CAN) needs while providing direct service case management.

Reports to: Coordinated Access Network Team Leader

The Coordinated Access Network Youth Navigator responsibilities include:

- Conduct intakes, assessments, homeless verifications, income verifications, and provide direct service case management to individuals experiencing chronic homelessness and other co-occurring disabilities.
- Assist the Team Leader in all CAN duties including homeless outreach, screening, facilitating meetings, obtaining appropriate documents, and committee work.
- Assist the Team Leader in ensuring the timely and accurate documentation of individuals' files and data entry for funding sources including the completion of Encounter Notes within 24 hours of an encounter, and full documentation in HMIS.
- Conduct at least one in person visit with each program participant in her/his home each month, and conduct additional meetings as dictated by service need and program participants' desires.
- Develop and cultivate formal relationships with all program participant landlords in order to provide advocacy on behalf of program participants.
- Assist the Team Leader in the CARF accreditation process and annual supported housing site review.
- Act in the absence of the Team Leader, including on call coverage.
- Organize and facilitate psycho-educational groups.
- Assist clients in obtaining and maintaining entitlements.
- Link and refer to appropriate services, as needed.
- Input individual data into database on a monthly basis.
- Work collaboratively within and across the service system exercising good independent judgment. (MHC teams, interagency teams, family members, service recipients, concerned others where appropriate).
- Willing and able to drive a personal vehicle locally and within the state. May be required to transport individuals in personal vehicle.

Education and/or Experience:

- Bachelor's Degree in a social science and/or Recovery Support Specialist preferred.
- Knowledge and one-year of experience with housing (HUD) regulations and /or the permanent supported housing program.
- Three years related experience may be substituted for educational requirement.



Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested in any of these opportunities, please forward cover letter, with salary requirements and shift preference, and resume to:

MHC Human Resources
61 South Main Street
West Hartford, CT 06107
Fax: 860-529-6833
hr@mhconn.org

No Phone Calls Please
EOE