

Bridge Health

Job Announcement

JOB TITLE	POSITION NUMBER
Supported Housing Specialist	TBD
POSTING DATE	DEADLINE DATE
January 23, 2023	until filled
POSITION LOCATION	
Bridge Health CSB Recovery Services Dade, Catoosa, Chattooga, and Walker County	
GENERAL NATURE OF JOB DUTIES	
Under broad supervision provides a wide range of duties such as keeping accurate files for Shelter+Care, and Georgia Housing Voucher Program. Keeps up with lease renewals, annual recertifications for individuals within the program and assists Clerical support with information for intake, annual, and vulnerability assessments. In close cooperation with Program Director receives program referrals, participates in meetings with potential clients, assists with move-ins, develops and maintains strong relationships with property owners in the community. Conducts monthly housing inspections, collects monthly rent, and makes sure all participants understand and comply with housing program rules.	
MINIMUM QUALIFICATIONS	
High School Diploma or GED, at least 21 years of age, valid driver's license with three years good driving history AND three years' experience in Social Services related position OR Bachelor's Degree in Social Services field. Flexibility of schedule and the ability to document electronically/computer based is a must. Preferred Qualifications: Bachelor's Degree and at least two years' experience in a Social Services related field, ability to work as team player and ability to work mobile if necessary.	
HOW TO APPLY	
Applicants should submit a Bridge Health Application to the following: Bridge Health ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@bridgecsb.org Telephone: 706 670 1074 FAX: 706 504 9177 <i>Bridge Health Application can be found at www.bridgecsb.org or contact 706-638-5580</i>	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 Bridge Health. 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. <i>In-House applicants will be considered prior to applicants being considered outside the agency.</i>

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