



**Position:** **Program Supervisor – PATH Program**

**Position Summary:** The PATH Program is a specialized outreach initiative that looks to reduce or eliminate homelessness for individuals with serious mental illnesses and substance use disorders, who are experiencing homelessness or are at imminent risk of becoming homeless. The PATH Program includes a large outreach component, canvassing the Miami-Dade County area, as well as hospitals, crisis units, and homeless shelters.

The PATH Program Supervisor provides oversight of outreach, client engagement, client screenings, enrollments, case management, as well as providing program administrative support. The position includes, but is not limited to, collaborating and working with various community stakeholders, ensuring compliance with funding source standards, providing strategic guidance and leadership of the PATH Program.

The PATH Program Supervisor must be an energetic self-starter, passionate about helping homeless individuals, have excellent communication skills, be attentive to detail and relentless in driving outcomes. The ideal candidate will be familiar and comfortable with homeless individuals and street culture and will demonstrate an ability to establish trusting, hopeful relationships with these individuals.

**Qualifications Required:**

- Ability to understand and practice the mission of Camillus House.
- **Education:** Master’s Degree preferred in Mental Health/Social Work or related field; any appropriate combination of education, experience and/or certification will be considered.
- **Experience:** A minimum of 2 years of experience in the same or similar job role is preferred.
- Licensed in the State of Florida as a Mental Health Counselor or Clinical Social Worker.
- **Language:** Proficiency in oral/written English; Spanish preferred; additional languages a plus (i.e. Creole).
- **Skills:** Computer literacy required (Word, Excel, other data entry programs)
- Successful completion of Toxicology test and of a Level 2 Background Screening.
- Successful completion and eligibility results of Level 2 screening is required by funding source for this position.
- Valid FL Driver License with clean driving record is required for this position.

**Qualifications Preferred:**

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
- Strong organizational, interpersonal and communication skills to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
- Ability to maintain a high level of poise and professionalism in all circumstances

**Responsibilities:**

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

**Hospitality:** Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

**Respect:** Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

**Spirituality:** Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

**Quality:** Work toward creating centers of excellence; fostering continuous improvement.

**Healing:** Respond to the need of the whole person – body, mind and spirit; energizing new hope.

**Responsibility:** Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Provides oversight of the program contract to ensure successful implementation, coordination of participant services, achievement of program performance measures, and evaluation of services provided.
- Provides staff with support and coaching to aid in reaching overall program outcomes.
- Plans and schedule on-going workload and assignments.
- Conducts regularly scheduled supervision meetings with staff; provide regular and appropriate feedback including training.
- Compiles necessary monthly reports.
- Maintains documentation standards as set forth by the program contract and Camillus House policies. Ensures all program data is accurate and entered into the appropriate program documentation system as contractually required (i.e., HMIS, ICANotes, internal spreadsheets, etc.).
- Prepares case related reports including but not limited to: demographics, outcomes, successes and challenges.
- Maintains complete and accurate documentation of service objectives and outcomes, as well as other information in accordance with federal, state, county and Camillus House guidelines.
- Leads the PATH Team and conducts daily outreach to develop relationships and build rapport.
- Performs periodic internal file audits of the team to ensure all files are up to date and reflective of the work being done.
- Builds relationships with local businesses, organizations, and service providers.
- Creates training modules around best practices for outreach and client engagement. These modules should include, but not limited to, engaging new clients, outreach safety, administering assessments, client follow up, etc.
- Conducts daily outreach with Miami-Dade County.
- Provides respectful engagement to homeless adults with serious psychiatric disabilities and co-occurring substance use disorders.
- Works with other PATH Program partners to develop strategies that help encourage homeless individuals to take steps leading to housing.
- Performs on-call duties for crisis intervention and for staff supervision and consultation.
- Performs comprehensive bio-psychosocial assessments; develop a plan of intervention that addresses identified need for housing, ongoing case management services, substance abuse treatment, mental health services, and coordination of needed community services.
- Assists and support clients to have and effectively use a personal physician and dentist.
- Provides individual supportive therapy (e.g., problem solving, role-playing, modeling and support), social-skill development, and assertiveness training to increase client social and interpersonal activities in community settings.
- Participates in disaster planning.
- Other Duties as assigned.
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**Essential Skills and Experience:**

- Service coordination
- Crisis assessment and intervention
- Symptom assessment and management
- Needs assessment techniques and strategies
- Problem-solving and conflict resolution

**Work Environment:**

The employee may be in contact with individuals in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and lack of personal hygiene. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations. The noise level of the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.

**Physical  
Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, stoop, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and/or carry up to 20lbs.

**Work Schedule:**

- Ability to work a flexible work schedule. Shifts vary (weekends and evenings as needed).
- Particular shift requirements/locations as noted below: (list, initial, date)
- Ability to assist in Camillus House's two (2) annual fundraisers (i.e. Gala and The Auction)

**Camillus House is an Equal Opportunity Employer**