



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Housing Coordinator/ Hospital Liaison (SST 3)	00032161
POSTING DATE	DEADLINE DATE
October 20, 2017	Until filled
POSITION LOCATION	
Recovery Services 806 E. Villanow Street Lafayette Ga 30728	
GENERAL NATURE OF JOB DUTIES	
<p>Oversees Georgia Housing Voucher program and the Shelter Plus Care program and associated grants. Manages GHV applications to DBHDD. Locates properties that meet HQS and FMR guidelines, educate property owners/managers in regards to these programs. Completes pre-inspections of potential properties. Arranges DCA inspections. Ensures all housing programs are operated within DBHDD, DCA, and grant requirements. Maintains positive relationship with property owners/managers.</p> <p>Serves as LMCS Hospital Liaison Participants in d/c planning of individuals hospitalized from the LMCS catchment area when notified and coordinates aftercare. Participates via phone or in-person with hospital staff working with LMCS individuals who have been hospitalized more than 30 days. Ensure completion of Olmstead report monthly.</p>	
MINIMUM QUALIFICATIONS	
<p>High school diploma or GED and three years' experience in a social services related position OR Bachelor's degree in a social services related field and one year experience in a social services related position. Knowledgeable about treatment planning. Good computer skills required.</p> <p>Preferred – Bachelor's Degree AND at Least one year providing experience providing housing services</p>	
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 4114 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 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application 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><i>Lookout Mountain Community Services Application</i> 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 is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</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 REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**

