

Job Description- The Women's Home

Title of Position: SNAP Coordinator/ Medication Manager
Reports to: Manager of Clinical Services
Schedule: Monday- Friday 1- 9pm. Also responsible for holiday, vacation, and emergency shift coverage shared among team.

Position Summary: This position is responsible for the coordination of SNAP benefits for clients, partial supervision of medication self-management, and working with staff and clients to provide a welcoming, trauma-informed atmosphere to empower clients to regain their self-esteem and continue to reach their goals.

I. General Responsibilities

- a. Build and maintain rapport with all residents.
- b. Organize plan for all SNAP applications, food shopping, and client food needs.
- c. Observe, confirm, and record use of SNAP benefits per state requirements and complete all necessary reports.
- d. Work closely with Team Lead to help clients handle nutrition and food needs.
- e. Communicate and work with staff and clients regarding SNAP requirements and expectations, client food needs, and using resources appropriately.
- f. Transport residents in company van for SNAP food shopping
- g. Offer supportive listening and feedback when resident is in mental/emotional distress. Assist with conflict resolution and problem solving, if appropriate.
- h. Participate in plan for all medication box refills and observation of self-administration of medications.
- i. Observe, confirm and record new medication, discontinued medication, and self-administered medication.
- j. Participate in medication inventory and medication audits.
- k. Support supervision of over-the-counter medication needs, household duties, adherence to house rules and safety regulations/standards as needed.
- l. Enforce policies outlined in Residential Handbook.
- m. Conduct drug tests and random room searches as needed.
- n. Transport residents in van, as needed.
- o. Assist Residential Supervisors with campus monitoring when needed.
- p. Assist with quarterly client awards banquet
- q. Attend and participate in weekly and monthly staff meetings and trainings.
- r. Participate in professional development trainings.
- s. Other duties as assigned by the Manager of Clinical Services or Team Leads.

II. Qualifications

- a. Bachelor's degree preferred in Human Services or health care related field.
- b. Experience working with individuals impacted with substance abuse, mental illness, trauma, and/or homelessness.
- c. Accuracy in mathematics, attention to detail, and legible handwriting.
- d. Valid TX driver's license in good standing and ability to transport clients using company van.
- e. Ability to work with minimal supervision.
- f. Ability to relate to people of various ethnic, economic, and educational backgrounds.
- g. Ability to work in a rehabilitation setting and maintain confidentiality at all times
- h. Ability to maintain clear boundaries
- i. Good communication skills.
- j. Ability to lift/transfer objects up to 25 pounds.
- k. Self-motivated and high energy.

I. Able to work flexible schedule.

III. Physical Requirements:

Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. Staff must be able to handle frequent walking inside the building, and inside the grounds of the residential area, in addition to community trips with residents. Staff must be able to walk up one flight of stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.