



### **Day Program Specialist**

**Wanted:** Versatile energetic individual to join our team at Hands On Hartford as a **Day Program Specialist**. You will provide navigation services to guests who are in need. You will also work closely with Gather55, HOH's unique participation/pay what you can mission focused restaurant to ensure a safe and healthy community space for all.

**Why work at Hands On Hartford:** Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 54-year-old nonprofit that values diversity, team work, and takes a strengths-based, collaborative approach to all we do.

#### **As a Day Program Specialist: You will do many things including but not limited to:**

- Provide and ensure referrals, supportive services, employment and job training supports, transportation, and crisis prevention/management to guests in need.
- Collaborate with Gather55 to ensure a safe space for all.
- Assist in developing formal and informal community supports.
- Assist the individual served in increasing social support networks of relatives, friends and/or significant others.
- Offer encouragement in times of crisis.
- Advocate on behalf of the persons with behavioral health and/or substance use challenges to protect the client's rights and to assist in reducing associated stigma.
- Connect individual to community providers.
- Responsible for data entry for navigation services and risk reduction items provided.
- Maintain any additional client records as required by funder.

#### **You may be a good fit if you:**

- Believe in our mission and core values.
- 2+ years experiencing in connecting individuals to resources, assist in applying for entitlement benefits and crisis prevention.
- Excellent oral and written communication skills.
- English and fluency in Spanish preferred.
- Ability to lift and carry at least 25 pounds.

#### **We care passionately about our employees and offer:**

- Dedicated, diverse, and friendly co-workers.
- Competitive Salary.
- 40 hours a week, Monday-Friday with one early evening. Flexibility in the work schedule is expected for meetings, trainings and events.
- Paid time off-12 holidays, vacation, personal time, and sick leave.
- 401 K contribution and employer match.
- Free on-site parking.

**Pay:** Range \$19-\$23 per hour.

#### **If this sounds like a good fit to you:**

**Send letter of interest & resume to: Stephanie Boyce, Co-Director of Housing,**

**Homeless Prevention and Outreach**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email [sboyce@handsonhartford.org](mailto:sboyce@handsonhartford.org)**

**AA/EOE**