



## COMMUNITY PARTNERS IN ACTION

**JOB TITLE:** Human Services Worker – Hartford Transitional Housing (HTH)  
**POSTING DATE:** February 11, 2019 – February 25, 2019  
**SHIFT & DAYS OFF:** Part-time 2<sup>nd</sup> Shift (4:00pm-12:00am) Weekends and Holidays  
**LOCATION:** Hartford, CT

**PROGRAM DESCRIPTION:** Community Partners in Action (CPA), founded in 1875, provides:

- A transitional residence to clients referred by Court Support Services Division to the Alternative in the Community Program network with a stipulation of transitional housing for at least part of their program commitment. Clients participate in day programming at the Hartford Alternative In the Community. (Established 1989)
- A transitional residence to clients released from DOC institutions on Community Release status. Clients learn about risk reduction, relapse prevention, and financial & life skills, while rejoining the workforce as part of their release stipulations. Clients pay rent and enter a savings program in order to more fully understand their responsibilities. Clients are referred by the Department of Correction Community Enforcement office after having been approved by the facility wardens. (Established 1991)

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### POSITION REQUIREMENTS:

The ideal candidate will have a High School diploma/GED, Associates or Bachelor degree. Prior experience working in the human services field with justice involved clients with substance abuse, mental health or other behavior issues is preferred. Ability to interact with multi-cultural populations; crisis management skills; share the belief that people can change and individuals in need deserve quality services and an opportunity for recovery; must have a valid CT driver's license and reliable transportation. Ability to work weekends, holidays and additional hours as needed. Bilingual ability (Spanish/English) desired.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Supervise and monitor resident activities in compliance with program policies, including morning wake-up and completion of resident chores. Ensure a safe and secure environment for all utilizing appropriate de-escalation and behavior motivation techniques.
  - Be an advocate for all participants encouraging program participation and accountability.
  - Proactively act as a mediator when necessary to effectively resolve resident conflicts in a solutions focused manner.
  - Maintain professional boundaries with residents, staff, volunteers, family members/visitors and providers at all times.
  - Serve as positive role model following program guidelines for professional conduct and code of ethics and maintain a professional image at all times when interacting with supervisors, staff, residents and visitors, or answering phones.
  - Assist with meeting resident needs as necessary and appropriate.
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- Possess knowledge of and implement all agency/program policies and procedures governing facility operations including:
  - Key Controls
  - Head Count
  - Facility Rounds
  - Monitoring of client locations and visitors
  - Emergency Procedures
  - Inspections
  
- Maintain shift log indicating incidents that occur, immediately reporting all incidents to Program Manager, Residential Supervisor or to on-call personnel. As required, complete incident reports.
- Ensure all visitors have proper identification prior to entering the facility.
- Search all bags brought in or out of the facility, conducting pat and pocket searches on residential clients.
- Conduct client intake/admission and orientation after hours.
- Conduct random drug testing and breathalyzers.
- Complete all necessary documentation accurately and in a timely manner.
- Must be familiar with universal precautions and related issues including risk of communicable diseases.
- Remain constantly alert during all shifts for any situation that may jeopardize the safety of residents, staff, visitors and/or the community.
- Engage in all staff meetings and trainings offered to enhance professional development (required/non-required).
- Perform all other duties as required.

**REPORTS TO:            Residential Supervisor**

Apply by email:        [jobs@cpa-ct.org](mailto:jobs@cpa-ct.org) (MS Word Documents only)

Apply by fax:            860-967-3280

*ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED*

*"An Equal Opportunity Employer Committed to Affirmative Action"*

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