

HARBOR INTERFAITH SERVICES
SPA 8 Coordinated Entry System (CES) for Individuals & Youth
Housing Prevention Specialist
JOB DESCRIPTION

The Housing Prevention Specialist works under the supervision of the Director of the SPA 8 Coordinated Entry System (CES) for Adults for Harbor Interfaith Services in San Pedro, CA.

Harbor Interfaith Services is a local organization that provides food, shelter, transitional housing, children's programs, and support services to the homeless and working poor in the South Bay area of Los Angeles, specifically SPA 8.

The Housing Prevention Specialist will provide homeless prevention services to establish and or stabilize permanent housing. The Housing Prevention Specialist will expedite the process by which people experiencing homelessness or at risk of homelessness access housing and homeless resources. The Housing Prevention Specialist is responsible for evaluating referrals for homeless prevention assistance to determine eligibility for financial assistance, helping eligible participants complete their applications and to help establish payment plans with landlords and direct participants toward resources to assist with securing affordable housing when needed. The Housing Prevention Specialist will provide financial literacy/budget counseling and case management referrals for supportive services to help participants develop ongoing stability plans. The Housing Prevention Specialist is working as part of a larger team within the Coordinated Entry System (CES) for Adults & Youth of Service Planning Area (SPA) 8.

SPECIFIC DUTIES:

- Develop and maintain a thorough understanding of rules and guidelines for providing homeless prevention financial assistance.
- Conduct assessments and determine eligibility for financial assistance for referrals received via the CES for Individuals system
- Accurately apply rules and guidelines from multiple funding sources in order to determine eligibility for financial assistance.
- Conduct in-person case management appointments to complete application for financial assistance and provide financial counseling and case management referrals for supportive services to help participants develop ongoing stability plans.
- Accurately and efficiently process paperwork for eligible participants in accordance with the parameters of the funding source for households determined eligible.
- Submit appropriate funding request, as required by each funding source, on a timely basis.
- Communicate with landlord, if appropriate, on status of participant's application.
- Complete all HMIS data entry, including client profile, entry/exit screen and service transactions
- Attend Homeless Prevention Committee meetings on a regular basis and provide informational updates to the team.
- Attend Coordinated Entry meetings and trainings as required.
- Maintain a working knowledge of referral sources for housing, vocational and other relevant sources; sensitivity to addiction and recovery, cultural heritage, gender, sexual orientation, race, religion, medical and psychiatric conditions.
- Identify special needs and make appropriate referrals.
- Assist clients, as needed, in developing and implementing individual goals and objectives to attain and maintain housing stability.
- Document services and demographics in HMIS.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

EXPERIENCE / EDUCATION:

- BA in social work or related field or 2 to 4 years equivalent social services experience working with homeless families. Valid California driver's license and valid auto insurance

KNOWLEDGE AND SKILLS:

- Passion for ending homelessness.
- Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with highly vulnerable/challenging individuals.
- Ability to have a "whatever it takes" attitude when working with challenging families.
- Ability to maintain consistent follow up and engagement with those placed into permanent housing.
- Ability to work as a member of a team.
- Strong people skills and ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
- Familiar with Harm Reduction and Housing First models of service delivery.
- Ability to listen with sensitivity to other people's feelings, needs, and point of view; demonstrate tact and courtesy in expressing opinions or ideas, projecting a positive image of Harbor Interfaith Services, and recognizing opportunities to enhance community relations.
- Basic understanding of severe mental health, physical health, and substance abuse issues and symptoms.
- Be able to work flexible hours.
- Good organization skills and detail oriented; ability to manage multiple cases efficiently and effectively.
- Strong oral and written communication skills
- Creative problem-solving skills
- Bi-lingual (Spanish) preferred but not required