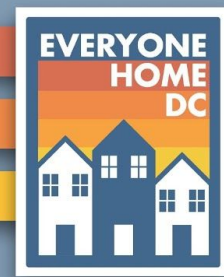


**HOUSING IS OUR STARTING POINT**

**SEEING PEOPLE THRIVE**

**IS OUR FINISH LINE**



## **Bilingual Prevention Program Specialist**

### **Job Description**

The Prevention Specialist will provide support services to participants of Everyone Home DC Prevention Homeless Services Program. (S)He will offer assistance to at-risk families to lead healthy lives through services that include: case management, community referral linkages, rental/utility assistance, substance abuse referrals, mental health service referrals, short term life skills building, and housing needs while reporting to the Prevention Program Manager. Applicants must be comfortable operating as a team member in a residential setting. This position must be staffed with a dedicated Bilingual person who is a service-oriented individual, who is committed to working in a professional environment with at-risk communities.

### **RESPONSIBILITIES & DUTIES**

- Provide administrative and program support in the following areas: intake, client wellness, community building, documentation and special projects.
- Work with individuals to set client goals and implement strategies to meet goals. Track and report on progress of goals regularly.
- Develop comprehensive case management plans for participating families.
- Assist in processing lease agreements with landlords, families and contractors when needed.
- Actively network with the community service providers and other partner agencies to locate programs and resources to assist families.
- Conduct home visits with families, assess client needs, and make referrals as appropriate.
- Input client data into Homeless Management Information System (HMIS). Produce client reports and generate checks to clients for financial assistance.
- Establish and maintain weekly meetings, based on client assessments.
- Other relevant duties as assigned.

### **QUALIFICATIONS**

- Fluent in Spanish
- Bachelor's degree in social work and or 3-5yrs experience working within the homeless continuum. Crisis management experience is a plus.
- Excellent written/verbal communication skills
- Exceptional ability to multi-task and excellent organizational skills
- Excellent case management skills with a proven track record of success.
- Ability to work in a team-oriented environment.
- Ability to work with as well as serve a diverse population. Demonstrated respect and appreciation for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients, co-workers, and colleagues.

### **HOW TO APPLY**

This position is available immediately. Applications will be reviewed on a rolling basis until the position is filled. Please send a cover letter, resume, and three professional references to [hr@everyonehomedc.org](mailto:hr@everyonehomedc.org). Indicate "Prevention Specialist" in the subject line. No phone calls, please.