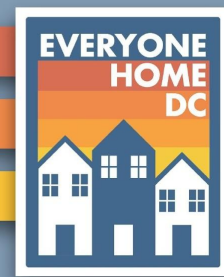


HOUSING IS OUR STARTING POINT

SEEING PEOPLE THRIVE

IS OUR FINISH LINE



Prevention Specialist (Spanish/English Bilingual), Homeless Prevention Program

Job Title: Prevention Specialist (Spanish/English Bilingual)

Department: Homelessness Prevention Program

Reports to: Program Manager

Status: Non-Exempt Status

Salary Range: \$47,000 - \$49,000 annually

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may need to work varied hours to include overtime, as business needs dictate.

SUMMARY OF POSITION:

The Prevention Specialist (Spanish/English Bilingual) will provide support services to individuals and families of Everyone Home DC's Homelessness Prevention Program, and in particular to Spanish-speaking clients who are limited English or non-English proficient. They 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. The Prevention Specialist must be comfortable operating as a team member in a residential setting. This position must be staffed by a dedicated bilingual (Spanish and English proficient) person who is service-oriented and committed to working in a professional environment with at-risk communities.

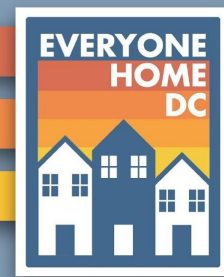
RESPONSIBILITIES & DUTIES:

- 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.
- Attend program meetings, all-staff meetings, and serve on special Everyone Home DC committees.
- Participate in on-going training and professional development opportunities.
- Other relevant duties as assigned.

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QUALIFICATIONS:

- Spanish language written/verbal communication skills required at a professional working proficiency. Bilingual English/Spanish speakers preferred. Spanish speakers for whom English is not their first language are strongly encouraged to apply.
- Bachelor's degree in social work or a related field preferred and/or 3-5 years 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. This includes problem-solving, time management, and the ability to follow through on projects and meet deadlines.
- Excellent case management skills with a proven track record of success.
- Ability to maintain confidentiality of highly sensitive information.
- Ability to learn computer software programs, and enter and maintain accurate data/information in appropriate platforms.
- Ability to work in a team-oriented environment and to work independently with minimal supervision.
- Strong capacity to build relationships with a diverse range of clients, colleagues, and community members.
- 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. Indicate **"Prevention Specialist - Bilingual"** in the subject line. **Only complete applications will be accepted.** No phone calls, please.