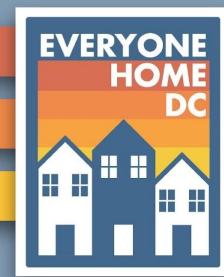


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**SEEING PEOPLE THRIVE**

**IS OUR FINISH LINE**



## **JOB ANNOUNCEMENT**

### **Prevention Specialist I, Family Homelessness Prevention**

**Job Title:** Prevention Specialist I (PSI)

**Department:** Family Homelessness Prevention

**Reports to:** Program Manager

**Status:** Non-Exempt

**Salary Range:** \$46,000 - \$48,000 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 require varied hours to include overtime, as business needs dictate.*

#### **SUMMARY OF POSITION:**

Everyone Home DC's Family Homelessness Prevention Program provides services for families at risk of becoming homeless through mediation, flexible financial assistance, and connecting them to supportive resources. The Prevention Specialist (PSI) will provide support services to individuals and families of Everyone Home DC's Family Homelessness Prevention program (HPP). They will offer assistance to at-risk families to lead healthy lives through services that include: case management, community referrals, 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. This position must be staffed by a dedicated individual who is service-oriented, a team player, and committed to working in a professional environment with at-risk communities.

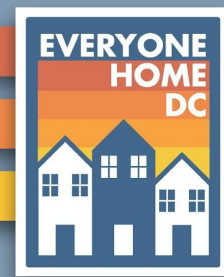
#### **RESPONSIBILITIES & DUTIES:**

- Manage a revolving caseload (approximately 40), providing case management, customer services, and advocacy support to customers both virtually and in-person.
- Conduct client intake and follow-up sessions, including administering the Westat and VI-SPDAT assessments with knowledge of STEP tool, conducting diversion and mediation, and conducting verification checks.
- Develop comprehensive housing stability plans for participating families by working with individuals to assess needs, set goals, and implement strategies to meet goals. Track and report on progress of goals regularly.
- Assist in processing lease agreements with landlords, families, and contractors when needed.
- Actively network with community service providers and other partner agencies to locate programs and resources to make community-based referrals, including financial resources referrals.
- Maintain a resource library for clients.
- Conduct home visits with families, assess client needs, and make referrals as appropriate.
- Input client data, case notes, and upload relevant documents into Homeless Management Information

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System (HMIS), CATCH, and Quickbase.

- Produce client reports and generate checks to clients for financial assistance.
- Establish and maintain weekly meetings based on client assessments, including follow-up phone calls
- 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.

### **QUALIFICATIONS:**

- Minimum of a Bachelor's Degree in a relevant humanities, social science, or related field.
  - Candidates with a Bachelor's in Social Work or Master's in Social Work degree are required to be licensed and in good standing with the Board of Social Work.
- Minimum of 3-5 years of relevant experience working with individuals or families experiencing homelessness or poverty within the homeless continuum of care.
- Crisis management experience is a plus.
- Excellent written/verbal communication skills.
- Bilingual English/Spanish speakers or Spanish language written/verbal communication skills at a professional working proficiency are preferred, but not required.
- 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](mailto:hr@everyonehomedc.org). Indicate **"Homelessness Prevention Specialist"** in the subject line. **Only complete applications will be accepted.** No phone calls, please.