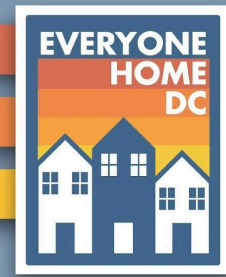


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JOB DESCRIPTION

Prevention Specialist (Spanish/English Bilingual), Family Homelessness Prevention

Job Title: Prevention Specialist II (PSII Spanish/English)

Security Level: Security Sensitive Position

Department: Family Homelessness Prevention

Reports to: Program Manager

Status: Non-Exempt

Salary Range: \$54K -\$57K 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 (PSII Spanish/English Bilingual) will provide support services to individuals and families of Everyone Home DC's Family Homelessness Prevention program (HPP), 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 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 bilingual (Spanish and English proficient) individual who is service-oriented, a team player, and committed to working in a professional environment with at-risk communities.

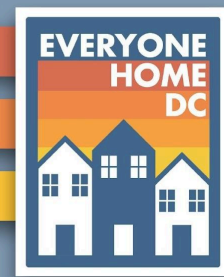
Principal Duties:

- Manage a revolving caseload (approximately 40), providing case management, customer services, and advocacy support primarily to Spanish-speaking customers both virtually and in-person.
- Conduct client intake and follow-up sessions, including administering the Westat and VI-SPDAT assessments, 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 Spanish-speaking 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 System (HMIS) and CATCH.

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- 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 or communications contacts.
- Close cases within 90 days of referral, assist with daily and weekly data reporting, and participate in bi-weekly case staffing meetings.
- Carries out all duties consistent with grant requirements and internal policies and procedures.

Secondary Duties:

- Provide administrative and program support in the following areas: intake, client wellness, community building, documentation, and special projects.
- Attend program meetings, all-staff meetings, and serve on special Everyone Home DC committees.
- Participate in and attend on-going training and professional development opportunities.
- Other relevant duties as assigned.
- Work on special projects and committees as needed.

POSITION SPECIFICATIONS:

Essential Training/Certifications:

- 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 preferred.
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Essential Use of the Following Tools:

- Ability to learn computer software programs to enter and maintain accurate data/information in appropriate platforms, including the Homeless Management Information System (HMIS).
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite/Drive
- Proficiency with social media (Twitter, LinkedIn, Facebook, etc.)
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner
- A valid driver's license and an insured motor vehicle are preferred but not required for this position.

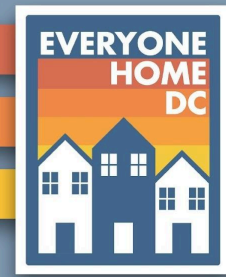
Skills and Knowledge:

- Spanish language written/verbal communication skills are 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.
- Familiarity and knowledge of DC's social service providers and public benefits programs preferred.
- Excellent written and verbal communication skills.

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- Exceptional ability to multi-task and excellent organizational skills. This includes attention to detail, 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, and demonstrated professionalism, reliability, and responsibility.

Essential Competencies and Behaviors:

- Ability to work in a team-oriented environment as well as independently with minimal supervision.
- Strong capacity to build relationships with a diverse range of clients, colleagues, and community members.
- Demonstrated respect 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 and colleagues.
- Commitment to building your racial equity competencies and centering your role in an analysis and understanding of how race and power shape systems in our society and culture; Commitment to continuous learning, reflecting, and growing.
- Ability to operate with a commitment to excellence, integrity, diplomacy, and camaraderie.
- Commitment to workers' rights, economic justice, and race equity and in particular to the issues of the program's identified community.

I have read and received a copy of my job description. I understand that it is not all encompassing and may change with or without prior notice. I certify that I have all of the above certifications/training. I certify that I am capable of fulfilling all skills/knowledge and physical requirements to perform the position duties; either with or without reasonable accommodation.

Print Name

Date

Signature

Date

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.