



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST AVAILABLE POSITION

POSITION: Homeless Outreach Specialist- CMV

PROGRAM: CMV-8514

HOURS: 25 hours weekly

JOB DESCRIPTION:

- a. Responsible for engaging chronically homeless individuals on the streets of Mount Vernon with problems of substance use and co-occurring disorders; and liaison with other County, local and community agencies for referral purposes.
- b. Responsible for engaging and building trusting relationships with individuals affected by homelessness, substance use and mental health disorders and other risks.
- c. Identify individuals at various community-based settings, including shelters and soup kitchens and will conduct program screening and assessment, and properly complete all paperwork needed to enroll in community services.
- d. Assess clients for appropriate housing environment
- e. Complete housing applications and conduct appropriate follow ups.
- f. As a Coordinated Entry Assessor, enter new individuals into Coordinated Entry project in HMIS; Collection of eligibility documentation and upload all eligibility documentation into the HMIS database.
- g. Completion of Homeless Assessment Tool (HAT) in HMIS.
- h. Responsible for encouraging homeless individuals to seek help from local support services and link them to local resources.
- i. Be able to embrace a harm reduction-based approach when engaging individuals.
- j. Provide homeless persons with transportation to shelter or other services.
- k. To assess participants' needs and provide referrals, linkages and wrap around services as needed to substance use treatment, entitlement benefits, housing, and appropriate community resources. Conduct appropriate follow-up as needed.
- l. Create and maintain an active registry of chronic homeless clients; non-chronic included in registry.
- m. Maintain complete records, daily activity logs, mileage logs, and other reports as directed.
- n. Complete activity logs and HUD timesheets monthly.
- o. Function as a team member through attendance of weekly staff meetings
- p. Maintain confidential information within guidelines established by HIPPA and TGCW's Confidentiality Policy.

q. Participate in professional development activities such as trainings webinars, and continuing education services.

Complete all other assignments.

***Must have a valid NYS driving license and driving record that meets the organization and their respective insurance company's driving requirements at all times**

Knowledge of HMIS and Westchester County housing regulations for individuals who are homeless and who have mental health and substance use histories

SALARY: TBD based on experience

SEND RESUMES TO:

HIRING SUPERVISOR: Cordetta Creighton

ccreighton@theguidancecenter.org