



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

## **PLEASE POST POSITION AVAILABLE**

**POSITION:** Homeless Outreach Specialist- CMV

**PROGRAM:** CMV-8514

**HOURS:** TBD; Part Time

### **REQUIREMENTS:**

Minimum of a BA/BS in a related field/Master's Degree preferred

At least two years working in the same or similar work environment, experience working with homeless population preferred. Work history with diverse population

### **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.
- r. 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 RANGE: TBD based on experience**

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**DATE: 4/9/18**