

**JOB TITLE: Workforce Development Specialist – Level 1 (Homeless Outreach)**

**LOCATION: Sullivan Jackson Employment Center**

**RESPONSIBLE TO: Pima County Office Manager/Agency – SER-Jobs for Progress, Inc.**

**HOURLY WAGE: \$18.50/hour, 40 hours per week, plus Benefits**

**SUMMARY:**

Incumbent must be able to work independently, possess independent judgement and be able to cultivate relationships with social service agencies and faith-based organizations.

Under County supervision, identifies persons experiencing homelessness in emergency shelters and places not meant for human habitation; Develops and maintains ties with faith and community-based organizations identifying persons needing and seeking shelter; Conducts VI-SPDATs assessments; Serves as clients' advocate and monitors their progress in the coordinated entry process.

**DUTIES/RESPONSIBILITIES:** Work assignments may vary depending on the department's needs and will be communicated to the Contracted staff by the Pima County or SER supervisor.

- Provide outreach services to individuals, families, youth and veterans experiencing homelessness, especially to those who do not have shelter, and encourage them to engage with program services and community resources;
- Help Case Managers locate and link clients to programs and services;
- Attend Outreach Case Conferencing meetings hosted by Tucson Coalition to End Homelessness (TPCH) committees;
- Participate in field work locating clients referred to programs who are ranked highest on coordinated Entry List.
- Become familiar with areas where the homeless congregate and which resources to check and follow-up on;
- Complete the initial VI-SPDAT and enter information into the Homeless Information System (HMIS) and link clients to our services;
- Arranges bus passes and basic hygiene items, as needed and link with Emergency Shelter wherever and whenever possible;
- Provide these services in a flexible, compassionate and respectful manner, and
- Perform other duties as may be assigned by the SER Director / Program Manager

**Desirable Knowledge Skills and Abilities**

- Effective written and verbal communication;
- Good and effective working relationships with others;
- Basic computer proficiency
- Database management and data entry
- Use of sound judgment to make decisions, draw conclusions and take appropriate action;
- Considerable knowledge of case work principles, techniques, documentation and practices; community resources and social service agencies and faith-based ministries and churches service the homeless;
- Awareness of social challenges, especially those faced by the homeless, and the skill to effectively interview these clients.

## **PREFERRED QUALIFICATIONS**

Three (3) or more years' experience in direct client contact work in an organization providing social or other assistance services to individuals or families who are disadvantaged and in need of such services. A Bachelor's degree in social services, counseling, psychology or other closely related field or an equivalent combination of education training and experience.

## **OTHER REQUIREMENTS:**

**Licenses and Certificates:** This position requires that the incumbent have own transportation and a valid Arizona Class D driver license. Failure to maintain the required licensure shall be grounds of termination.

**Special Notice Items:** This position requires that the incumbent **must** be able to work evenings and weekends. Some positions may require bi-lingual in English and a second language as determined by the appointing authority.

**Physical/Sensory Requirements:** Required physical/sensory requirements will be determined by position.

**Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.**

**How to apply: email a cover letter and a resume no later than 5:00 p.m. March 8, 2022.**

**Please indicate what position you are applying for on the email subject line.**

**To: Erik Dorame – serjobs85713@yahoo.com**