

BIG BEND HOMELESS COALITION

Supportive Services for Veteran Families (SSVF) SSVF Outreach and Eligibility Specialist

Full Time/Non- Exempt Hourly Rate: \$ 16.11

Position Summary: The SSVF Program is a federally-funded program designed to provide housing stabilization assistance and services to Veterans and their families who are homeless or at imminent risk of homelessness. The **SSVF Outreach and Eligibility Specialist** is a grant-funded, full-time, non-exempt position that reports to the SSVF Program Director. The position works closely with street outreach workers and case managers from area organizations including the Veteran's Administration and other Veteran serving organizations, to identify and assist Veterans who are homeless or at-risk of homelessness. The **SSVF Outreach and Eligibility Specialist** provides outreach and engagement services, determines SSVF program eligibility, and performs data entry into the HMIS system. The position regularly searches for unsheltered Veterans to assess needs and coordinate access to services. The position requires a high level of cooperation and teamwork.

QUALIFICATIONS AND COMPETENCIES REQUIRED:

1. Bachelor's Degree.
2. Previous experience with HMIS (or a similar client database) and community outreach preferred.
3. Excellent interpersonal communication and active listening skills.
4. Ability to communicate effectively in writing.
5. Desire and ability to work with and advocate for underserved populations.
6. Ability to respond appropriately to crisis situations.
7. Ability to maintain professional boundaries in non-traditional work settings.
8. Excellent computer skills, including Microsoft Office Suite programs.
9. Highly developed organizational and time management skills.
10. Ability to comply with grant requirements and program policies and procedures, including documentation requirements.
11. Knowledge of community resources and ability to develop and foster working relationships.
12. A valid Florida state driver's license.

ESSENTIAL FUNCTIONS:

1. Engage in intensive outreach efforts to search for, locate, and support sheltered and unsheltered Veterans throughout the eight county SSVF service area and initiate the SSVF engagement process with those Veterans.
2. Conduct and document screenings to establish program eligibility and assess individual needs and educate program participants about SSVF services and how to participate in SSVF.
3. Support the self-determination of program participants by providing accurate information about SSVF services.

4. Provide outreach services to new and existing partners, providers, and leaders of community organizations and businesses to build positive ongoing relationships.
5. Participate in SSVF and Team Vet meetings.
6. Assist in the planning and hosting major Veteran and CoC events including the Veteran Stand Down, the CoC PIT count, and other activities according to the SSVF Outreach Plan.
7. Consistently and accurately update Outreach Logs, the HMIS database, and individual Veteran Coordinated Entry screenings.
8. Prepare and submit monthly data uploads to the VA Repository according to SSVF program data requirements and assist with other reporting requirements as assigned.
9. Assist in the development of an annual Outreach Plan that include rural counties.
10. Complete other duties as assigned.

POSITION WORK CONDITIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Regular travel within eight county service area.
2. Frequent travel by vehicle and foot as appropriate for contacting target population.
3. Must be able to adjust to the environment of the target population including making visits to homeless encampments, shelters, and personal living environments when needed.
4. Must be available for occasional travel outside of service area for trainings and meetings.
5. May require occasional work outside of regular business hours and/or on weekends.
6. Must be able to lift to 25 pounds.

This posting will expire on 2/2/2020 @ 8am

Applications will be taken through the Indeed job website only