

**Shelter of Flint, Inc.**  
**Job Description**

**Position:** PATH/SOAR Homeless Outreach Specialist

**Reports to:** PATH Outreach Manager

**General Statement of Duties:** Engage the homeless population and connect this population to vital services through the Projects for Assistance in Transition from Homelessness program.

**Schedule:** 20 Hours/Week – variable hours, including some evenings per month and an occasional weekend.

**Key Areas of Responsibility:**

- Provide support as a team member to the PATH Outreach Manager.
- Participate in development and implementation of a consistent outreach schedule to provide homeless outreach efforts which include engaging homeless persons to establish trust-based relationships and educate them in housing and recovery resources.
- Conduct immediate intake and assessments for homeless individuals during outreach to determine eligibility, short term and long-term housing and supportive service needs.
- Provide referrals as applicable to alternate programs if the applicant is not eligible for internal programs and provide resources as necessary.
- Maintain contact and document interactions with all PATH program participants on an ongoing basis.
- Provide linkage and support to program participants as they pursue mental health services through the community mental health system.
- Assist program participants in gathering documentation necessary and compile social security applications in accordance with the SOAR initiative.
- Provide assistance to locate mainstream and community resources in obtaining benefits, birth certificates, social security cards and other important documents necessary for housing and supportive services.
- Provide consultation to consumers and supportive service providers to develop housing goals and interventions in the person-centered planning process.
- Provide housing related case management on an ongoing basis for program participants, working with consumers and landlords to establish positive professional relationships.
- Assist in efforts to secure housing and supportive services for PATH program participant by utilizing existing resources within the county.
- Provide transportation to clients for essential services when needed.
- Work collaboratively with other community agencies and outreach programs to enhance service delivery to the homeless population.
- Provide information regarding local service providers such as homeless shelters, transitional housing programs, permanent supportive housing programs, food programs, and health care resources. Distribute flyers and resource books throughout the community when necessary.
- Timely database reporting in the Homeless Management Information System (HMIS).
- Other duties as assigned.

**Applicant Requirements:**

- Associate or bachelor's degree in social work, psychology, or related field preferred.
- Minimum two years human service experience
- Ability to compassionately understand the needs of a marginalized population and use that understanding to motivate your work.
- Empathetic listening skills.
- Ability to present information concisely and effectively, both verbally and in writing
- Attention to detail and ability to maintain accurate records.
- Ability to organize and prioritize work, managing time effectively.
- Work as a cooperative team member
- Ability to be discreet with confidential records and sensitive information, maintaining client confidentiality at all times.
- Reasonable flexibility with scheduling
- Reliable transportation.
- Ability to lift a maximum of 20 lbs.
- This position requires the ability to canvass a variety of locations for outreach by automobile and walking to locate potential program participants in parks, under via ducts, in the woods/campgrounds, or other places that those in housing crisis may frequent for makeshift shelter in all seasons/weather. The position also requires the staff to spend time in the community meeting with enrolled program participants.

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*Employee Signature*

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*Date*