



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### HOMELESS PREVENTION ADMINISTRATIVE ASSISTANT

FLSA Status: Non-Exempt

**Summary of Position:** The Homeless Prevention Administrative Assistant will assist the Prevention Department with administrative tasks and activities for all Connections for the Homeless (CFTH) prevention grants and assist with the management of portal agencies. They will also be the point of contact for prevention voicemails and referrals.

#### Specific Duties:

- Responsible for timely follow up to prevention voicemails and call center (HMIS) referrals.
- Complete Internal Referral Forms to connect individuals seeking services at CFTH (e.g. prevention, diversion, Housing Resource Specialist, etc.)
- Provide referrals to outside providers when participants do not qualify for grants administered by CFTH, or when all available funding has been disbursed.
- Responsible for all administrative tasks related to portal agencies including completing data quality reviews; assembling and submitting applications; adding relevant data into Smartsheets; and entering data into HMIS.
- Assist Program Supervisor with ensuring overall quality assurance and compliance for submitted prevention applications for internal staff and portal agencies.
- Maintain knowledge about CFTH's programs, program qualification, and assess eligibility for services.
- Make follow-up and outcome call-backs for homeless prevention grants.
- Participate in department meetings, supervision, portal agency check-ins, and other meetings as needed or directed.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as needed.

**The following qualifications are requirements for the position:**

- Strong administrative skills, ability to multi-task, and good attention to detail
- Able to work independently and with diverse populations
- Flexible schedule – ability to work from home
- Good speaking, writing, and interpersonal skills
- High level of computer literacy and data entry skills
- HS Diploma/GED or Bachelors

**The following qualifications are highly desirable:**

- Bachelor's degree
- Experience working remotely
- Editorial experience
- Experience with client databases (Homeless Management Information System/ Homeless Management Information System, etc.)

**Other Requirements:**

- Must be able to pass a criminal background check and submit to or provide evidence of a recent test for tuberculosis

**Reports to:** Supervisor of Homeless Prevention Programs  
November 2021