



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

HOMELESSNESS PREVENTION SPECIALIST

FLSA Status: Non-Exempt

Summary of Position: Provide general case management services to clients seeking Homeless Prevention, Short-Term Stabilization Services (STSS) and Diversion Services

Specific Duties:

- Responsible for processing requests for Prevention; STSS; and Diversion Services.
- Provide referrals to outside providers when participants do not qualify for Connections-administered funds, or when all Connections' funding has been disbursed
- Outreach to area schools, agencies, and other stakeholders to inform people about the programs and to identify potential participants
- Handle intakes, assessment calls, and callbacks
- Conduct interviews and assessments leading to program qualifications
- Provide case management as required to ensure participants comply with funder requirements
- Maintain relationships with other service providers and participate in planning/service coordination meetings
- Represent agency at community service provider and other meetings as assigned
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as assigned

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
- Good speaking, writing, and interpersonal skills
- Computer literacy in Microsoft Word, Excel, and client database

The following qualifications are highly desirable:

- Bachelor's degree
- Bilingual English/Spanish
- Basic knowledge of HUD and state funding requirements
- Experience with State of Illinois or other Prevention funding
- Experience working remotely
- Experience working with people experiencing homelessness
- Valid Illinois Driver's License and must be insurable under agency policy

Other requirements:

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

Reports to: Supervisor of Homeless Prevention Programs

March, 2021