



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

OUTREACH SPECIALIST

FLSA Status: Non-Exempt

Summary of Position: The Outreach Specialist is responsible for connecting individuals and families experiencing homelessness or in unstable housing situations to appropriate services provided by Connections for the Homeless or other providers.

Specific Duties:

General Duties

- Engage and establish relationships with those who have the potential to become participants in Connections' programming, to facilitate ease of access to services.
- Case manage up to 30 individuals or families and coordinate all services for those on case load.
- Conduct initial intakes and all necessary assessments on those seeking assistance from Connections for the Homeless, including assessments for entry into the Suburban Cook County Coordinate Entry By Name List or other applicable waiting lists for services.
- Provide referrals to Connections' Drop-In program and other agencies as appropriate.
- Screen all individuals on case load for eligibility to receive financial assistance from grants and other applicable sources, staying up-to-date on any new requirements and/or available resources.
- Establish relationships with community institutions that provide services for and have knowledge of the existence of individuals or families experiencing homelessness or unstable housing situations in both Evanston and the nearby suburban Cook communities, including but not limited to: police; emergency rooms; Forest Preserve police; township offices and school district homeless liaison offices.

- Be a resource for area merchants and private citizens who request help in working with individuals or families experiencing homelessness.
- Assist with transportation and essentials when necessary.
- Record all intakes, service transactions, case notes and assessments in the HMIS.
- Attend and participate in regular staff and team meetings and represent Connections at community provider meetings as well as other meetings as assigned.
- Adhere to the Code of Conduct for Connections for the Homeless.
- Track all required information in relevant databases, spreadsheets and files
- Perform other duties as assigned.

The following qualifications are requirements for the position:

- Experience working with homeless individuals.
- Associates Degree
- Valid Illinois driver's license
- Strong communication skills
- Computer competence and comfort with data entry.

Other requirements:

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

Reports to: Community Programs Manager

October, 2018