



507 1st Avenue North
Escanaba, MI 49829
906-786-7080 - Phone
906-786-9423 - Fax

Job Opportunity! Make a difference by working for a local, non-profit agency!

Full-time position in a positive, professional environment. Community Action Agency is hiring a Homeless Services Outreach Worker. The Homeless Services Outreach Worker will be a 40 hours per week position. Monday-Friday 8 am - 4:30 pm. Starting wage will range between \$14.09 - \$16.88 per hour dependent on education and experience. Full benefit package that includes health and life insurance and optional retirement plan. Paid time-off that includes vacation, sick, and personal.

Qualifications: A Bachelor in Human Services, Psychology or Social Work is preferred. Associates Degree is accepted with two years in related experience with case management services, housing, and homeless populations. Proficiency in Microsoft Office Word and Outlook and the ability to learn online data bases is also required. Job Application and complete job description can be found in the HR section of our website: www.mdscaa.org.

To Apply: Submit a job application, cover letter, and resume by Friday March 9th. Due to COVID-19 we are not currently open to the public.

Application materials should be mailed to:

MDS Community Action Agency
ATTN: Homeless Services Outreach Worker
507 1st Ave North
Escanaba, MI 49829

Mission statement: Empower, advocate for, and assist people to improve and sustain their quality of life through education, housing, nutrition, volunteerism, in-home support.

M-D-S Community Action Agency Job Description

Program:	Homeless Services	Reports to:	Homeless Services Program Manger
Title:	MDS Homeless Outreach Worker	Supervises:	N/A
Location:	Administrative Office	Updated:	January 2021
Classification:			

GENERAL SUMMARY

The Outreach Worker will work in partnership with the Housing Resources Program Manager. In addition, they will provide direct housing navigation services to individuals and families experiencing homelessness in shelter, who are chronically homeless, or have been identified as House First acuity through the VI-SPDAT throughout the designated counties.

ESSENTIAL FUNCTIONS

- Provide navigation services to assist clients and their families who are in any shelter within Menominee, Delta or Schoolcraft Counties, are chronically homeless, and/or are identified as Housing First acuity through the VI-SPDAT to obtain permanent housing.
- Work in partnership with the Housing Resources Program Manager. Provide direct housing navigation services to eligible individuals or families experiencing literal homelessness, including chronically homeless and individuals who have been identified as housing first acuity through the VI- SPDAT, as well as those at imminent risk of homelessness.
- Assist clients with housing applications, complete supportive and subsidized housing paperwork, and advocate for clients with prospective landlords. The housing navigator will also work with clients to ensure that all necessary identification and required program documentation is secured in a timely manner.
- Encourage and promote an environment that is strength based to assist clients in meeting their housing goals.
- Work with the local CoC and LPB to identify appropriate permanent housing option and Case Management supports for your clients, such as, subsidized housing Section 8, HCV, VASH, permanent supportive housing, affordable and market rate housing, and other housing opportunities.
- Become familiar with all MDSCAA programs and refer clients as appropriate.
- Learn the parameters of all the MDSCAA Homeless Prevention services and programs in addition to all other area housing programs.
- Complete client related data tracking systems, including case notes and complete HMIS entries. Maintain a 94% Data Quality standard on all HMIS entries.
- Outreach to community, to build strong relationships to better assist clients in accessing resources, employment, supportive services, and housing opportunities through networking with other agencies, coalitions, and local community groups.
- Become a MDHHS Navigator. Assist clients in the application of benefits. Refer to SOARs staff if appropriate.
- Maintain frequent communication with the HARA, LPB, and Program Manager.
- Master eligibility screening requirements for all area housing program opportunities.
- Become trained and fluent on HUD documentation of Chronic Homelessness.
- Actively participate in MDSCAA-CAAM-MSHDA staff meetings and trainings.

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- Computer skills with proficiency in online data management systems.
 - Demonstrated an ability to work independently and/or as part of a team.
 - Highly motivated self-starter and ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment.
 - Ability to work with diverse communities and exercise mature judgment.
 - Problem solving and conflict resolution skills.
 - Perform other duties as requested.
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MEASURED BY:

- Annual performance reviews conducted by the Homeless Services Program Manager.
 - Ongoing assessment and feedback from the MDSCAA HSPM.
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MINIMUM EXPERIENCE:

- Bachelor in Human Services, Psychology, or Social Work preferred. Associates accepted with two years in related experience with case management services, housing, and homeless populations. Proficiency in Microsoft Office Word and Outlook and the ability to learn online data bases.
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ESSENTIAL ABILITIES:

- A commitment to the MDSCAA philosophy and mission.
- Ability to maintain confidentiality.
- Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
- Ability to suggest innovative approaches in completing job responsibilities.
- Ability to work openly and cooperatively as a team member.
- Ability to perform physical tasks to carry out specific job duties.

The above statements are intended to describe the general nature and level of work being performed by a person in the position. They are not construed as an exhaustive list of all duties that maybe performed by such a person. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job anytime.