



MID FLORIDA
**Homeless
Coalition**
CITRUS, HERNANDO, LAKE & SUMTER COUNTIES

JOB DESCRIPTION

Position: PATH Outreach Worker

Classification: Full Time

FLSA: Non-Exempt

Reports To: Executive Director

Compensation: \$30,000 - \$35,000 per year, DOE

Supervisory Responsibilities: No

Summary:

The PATH Outreach worker will identify and build rapport with homeless individuals with a mental health diagnosis living on the street or in vehicles. Workers will assist clients in breaking the cycle of homelessness by moving from accessing necessary social services, and rapidly obtaining permanent housing. Workers will provide individualized client support throughout this entire journey by helping each client develop a plan to address their barriers, increase their income, and obtain permanent housing. As part of the plan, the Worker will identify each area in which clients will need assistance to accomplish the outlined goals and objectives (i.e. obtaining mental health services, scheduling appointments, applying for public benefits, identifying subsidized housing, etc.) and the Outreach Worker will take full responsibility for their clients' success.

Responsibilities:

- **Supportive Services-** Coordinate intake and individualized needs assessment for all clients and work with clients to develop Individualized Service Plans (ISP) that address barriers to obtain services/housing.
 - Perform outreach services, contacting homeless persons in all places where they congregate in the geographic areas covered under our contracts.
 - Provide supportive services in a non-judgmental manner.
 - Crisis intervention for homeless suffering with mental health and substance abuse in the community.
 - Monitor and evaluate client's progression through their Individual Service Plan (ISP) and develop modifications to the plan as necessary.
 - Provide information, referrals, linkages, and advocacy to assist clients in accessing services and resources.
 - Assist clients with procuring necessary documents and services such as identification card, birth certificate, social security income, disability income.
 - Identify appropriate permanent housing options for clients such as subsidized housing, Section 8, and VASH, as well permanent supportive housing, affordable and market rate housing, and other housing opportunities.
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JOB DESCRIPTION (continued)

- Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market for affordable housing, and advocate for clients with prospective landlords.
- **Contract Management** -Achieve knowledge of the contracts and grants working under.
- Maintain client related data tracking systems, including case notes and complete HMIS entries.
- Prepare case-related reports including outcomes, successes and challenges.
- Generate client data for monthly reports.
- Maintain complete and accurate documentation of service objectives and outcomes as well as other services in accordance with federal, state, county and PATH guidelines
- Complete follow-up and retention services and provide back-up documentation in client files.
- **Outreach and Relationship Management** -Outreach to community, business owners, realtors, landlords, housing developers and other service providers to identify new and existing opportunities and build strong relationships to better assist clients in accessing resources, employment, supportive services, and housing opportunities.
- Respond to community requests for street outreach intervention.
- Attend collaborative meetings.
- Actively participate in staff meetings and trainings.
- Network with other agencies, coalitions, and local community meetings.
- **Other duties as assigned**

Qualifications:

- Bachelor's Degree or equivalent experience in a related field.
- Two years in street outreach experience.
- Computer skills with proficiency in Microsoft Office. HIMS training a plus.
- Project a professional demeanor.
- Able to work independently and as part the team.
- Exercises mature judgment.
- Strong written and verbal communication skills.
- Maintain a regular attendance
- Must maintain and execute confidential information.
- Highly motivated self-starter and ability to coordinate multiple projects simultaneously in a high-pressure environment
- Demonstrated ability to work with diverse communities.
- Good problem solving and conflict resolution skills

Required Qualifications

- Employment Eligibility Verification.
- Reliable transportation.
- Successful completion of background screening.

JOB DESCRIPTION (continued)

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, walking, driving, carrying (25lbs), lifting (25lbs), bending stooping, kneeling. Operating a computer keyboard, firm/strong grasping, and repetitive hand control. Able to complete all forms in personal writing Makes and receives telephone calls. Use of copier, fax machine, smart phone, and other portable devices. Subjected to outside environmental conditions.

Employee's Signature

Date

Supervisor's Signature

Date