POSITION OPENING

Title: ESG Community Support Specialist
Reports To: Director of HUD Programs
Hours: Full Time (37.5 hours /week)
FLSA: Non-Exempt

Functional Definition:
The Emergency Solutions Grant (ESG) program is federally funded and designed to provide quick solutions for homeless or near-homeless clients to obtain and stabilize permanent housing that the clients will be able to sustain in the long-term. ESG Community Support Specialists will assess, plan, refer and coordinate the housing, needed services and progress of individuals and families under his/her change during their experience of homelessness or near-homelessness and their transition or stabilization with permanent housing. ESG Community Support Specialists will be responsible for compiling and coordinating client information and presenting that information in both written and verbal forms. ESG Community Support Specialists will be primarily field based and independently functioning. CHS uses the Housing First and Harm Reduction service delivery models, assisting clients with housing as the immediate need without requirements to abstain from any harmful behavior prior to being housed.

Responsibilities and Duties:
1. Support the CHS and ESG program’s philosophy and goals.
2. Seek out and initiate contact with ESG clients at various sites throughout Allegheny County.
3. Arrange and conduct independent outreach activities with permission of supervisor but without direct site supervision.
4. Develop trusting relationships with ESG clients via consistent interactions, providing help in obtaining or stabilizing their housing and ensuring safe environments are available in the homeless system.
5. Encourage and helping clients to utilize community resources.
6. Perform general assessment of client needs in order to assist clients in identifying and fulfilling personal goals that will assist them in transitioning from homelessness or unstable housing to independent living.
7. Refer and advocate for appropriate entitlements and other services including, but not limited to, housing, benefits, employment, mental and behavioral health treatment, education, clothing and primary health care treatment.
8. Assist clients in establishing community linkages.
9. Meet local and federal HUD program guidelines including recertifications, reassessments, and monthly meetings.
11. Participate in weekly program meetings, community support meetings, and other related meetings.
12. Build collaborative relationships with other service providers.
13. Determine appropriate referrals and program linkages.
14. Perform other duties as assigned.

Minimum Qualifications:
1. BA/BS degree, three years experience in a social service agency, or any combination of life, work and educational experiences.
2. Ability to communicate verbally and in writing.
3. Sensitivity toward individuals and families in need of program services.
4. Ability to work autonomously.
5. Willingness to work collaboratively with staff and other organizations to achieve goals.
6. Good listening and assessment skills.
7. Knowledge of issues related to homelessness.
8. A working knowledge of county social service system including homeless, mental health and behavioral health services.
9. Sound judgement and a high level of cultural competency.
10. The ability to travel independently and often/as needed to meet client needs.
11. Excellent organization skills and ability to accurately and efficiently conduct administrative paperwork.

Posting Date: 8/7/15    Deadline: 8/21/15

Community Human Services is an Equal Opportunity Employer

Qualified candidates submit resume, salary requirements and cover letter to: jmartin@chscorp.org