

Yamhill Community Action Partnership Job Description

POSITION TITLE: Coordinated Entry Specialist/Housing Specialist
RESPONSIBLE TO: Adult and Youth Program Director

RESPONSIBLE FOR:

The Coordinated Entry/Housing Specialist is a full-time, non-exempt, position that assists YCAP with operation of the Coordinated Entry system and rapid re-housing activities for a range of participants experiencing homelessness. Landlord engagement activities are also part of this position.

ESSENTIAL DUTIES:

1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Perform Coordinated Entry intakes and assessments, including providing Diversion and Prevention services to each intake.
3. Complete monthly updates to the Coordinated Entry Interest List
4. Complete all data entry and follow-up related to the Coordinated Entry system.
5. Conduct intakes and conduct case planning for participants in YCAP's Debt Relief program component, including providing money management services.
6. Conduct Rent Well classes quarterly and support the housing goals of participants who graduate the Rent Well course.
7. Complete all paperwork and data entry required for Rent Well courses.
8. Landlord outreach, engagement, and advocacy tasks as assigned.
9. Other duties and special projects as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Minimum of a two years degree in Human related services and two years related experience.
- Experience with persons experiencing homelessness or property managers is a plus.
- Knowledge of computers, software programs and databases
- Skill in verbal and written communications
- Skill in problem solving and team work
- Ability to maintain confidentiality of client and organizational information
- Ability to work independently on multiple projects in a timely fashion
- Ability to work with diverse people, organizations and situations
- Ability to work with a flexible schedule
- Valid driver's license and the ability to pass drug/alcohol & background check and insurance check of driving record

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, kneel, walk or bend for extended periods of time. Must frequently lift and/or move up to 20 pounds and occasionally lift up to 30 pounds.