

The Primavera Foundation - Pathways Out of Poverty

<https://primavera.org/job/resource-specialist-rapid-rehousing-hip/>

Resource Specialist, Rapid Rehousing

Description

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Through resource referrals and individualized service planning, the **Rapid Rehousing Program** aims to help individuals and families experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance, supportive services, and ongoing case management. The successful candidate will be a culturally-sensitive social services professional who has a positive influence on others, thrives on successfully facilitating processes, works at a faster-than-average pace, is extremely disciplined, detail-oriented, and results-oriented, sets high standards for self and others, and demonstrates top-notch planning, teamwork and coaching skills.

Responsibilities

DUTIES AND RESPONSIBILITIES (*Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership*):

- Conduct initial intake/eligibility evaluation and documentation per HUD standard
- Maintain a caseload and work with participants to create individualized Housing Stability Plans
- Assist with housing search and application processes
- Conduct home visits and case management appointments using CTI phase timeline
- Conduct ongoing assessment and review utilizing tools including the SPDAT
- Communicate/coordinate with participant's other community resource specialists/case management providers as needed
- Assist with applications for mainstream benefits, and verify status of application, and benefits received
- Complete housing inspections, other move in tasks, and paperwork to program standards
- Maintain 100% accuracy in financial duties such as adhering to eligible costs per HUD regulations, internal expenditure reporting, etc.
- Complete HMIS data entry including case notes same day, not to exceed 48 hrs, and maintain 99% accuracy and completeness
- Create an exit plan that includes referral to resources for possible future needs, reason for leaving and evaluate participant satisfaction
- Maintain a minimum of 95% accuracy related to data entry and case file audits
- Maintain an 80% success rate of people leaving the program stably housed
- Participate in Rapid Rehousing training, HMIS and/or ETO training, and other agency trainings and team meetings as requested
- Participate in monitoring and evaluation activities, and remain in compliance with contracts
- Ensure confidentiality of participant information
- Adhere to and consistently demonstrate Primavera's guiding principles of

Hiring organization

Primavera Foundation

Employment Type

Full-time

Working Hours

40 Total Hours

Base Salary

\$ 17.00 - \$ 20.00

Date posted

September 13, 2023

- integrity, respect, accountability, compassion, and leadership
- Other duties as assigned by leadership

Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of homeless/low income services and housing barriers.
- Ability to work effectively with program participants, the public, staff and volunteers.
- Ability to communicate effectively and accurately orally and in writing.
- Proficiency with computer systems and software, including Microsoft Office applications including Outlook and Excel, Internet, and a web-based database.
- Ability to function successfully and productively with minimal supervision.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work or related field.
- A minimum of two years experience in social services program providing case management services.
- One year experience working with people who are low income or homeless.
- Must be able to obtain fingerprint clearance card.
- Must be able to obtain first aid/CPR certification.
- Must have reliable transportation, a valid driver's license, a clean driving record, current registration, and proof of insurance coverage to attend off site meetings and conduct home visits.
- *Note: A combination of relevant experience and educational background may be considered in lieu of degree.*

PREFERRED QUALIFICATIONS

- Bilingual (English/Spanish)
- Current fingerprint clearance card and CPR/first aid certification
- Experience providing rent assistance to people that are homeless.
- Experience conducting home visits.

PHYSICAL ENVIRONMENT/CONDITIONS

- Office environment with moderate office noise levels.
- Ability to meet with participants in office, home, and community settings as well as facilitate desk work processes on full workday basis.
- Visual acuity and hand dexterity to discern information, complete records and reports, and enter data into computer systems.

Contacts

To apply for this position, please submit a cover letter and resume via email to jobs@primavera.org.