

DeKalb County Coordinated Entry (CE) Specialist

Description:

The CE specialist position works in conjunction with the DeKalb County Community Development staff, CE participating agencies, and agencies in the Continuum of Care (CoC) to operate the coordinated entry process with the goal of ending homelessness in DeKalb County. CE is a standardized community wide process to match people experiencing homelessness or at risk of homelessness to resources that are the best fit for the situation. Households complete assessments to best determine their current housing situation and assistance needed to be referred to eligible and available programs.

Responsibilities:

- Answers homeless 311 phone lines to enroll households into coordinated entry and complete pre-screen assessment.
- For households that are literally homeless and in need of permanent housing, completes comprehensive assessments which prioritizes household based on CA score onto wait list.
- Develops relationships and works collaboratively with staff at participating agencies to ensure that clients receive and connect with the appropriate services that best fit their need and as quickly as possible.
- Facilitates case conferencing to discuss clients' progress and to resolve housing placement issues or concerns.
- Maintains accurate and extensive knowledge and online guide of current local community resources and services.
- Maintains and updates the by name wait lists for permanent housing, emergency shelter and prevention services.
- Attends regular meetings including case managers, CE work group and CoC.
- Responsible for communicating with and training of participating agency staff for household enrollment into online Homeless Management Information System (ClientTrack HMIS), referral process and completion of assessments.
- Ensures that clients are referred and placed into appropriate housing and service programs based on housing and services match, eligibility requirements and client choice. Monitors and manages clients' progress through CE.
- Updates data and information in ClientTrack as household progresses through housing process.
- Other duties as required or assigned.



Minimum Qualifications:

Bachelor's degree in social work, counseling or other related field; at least two years of experience in assessments, social work, human services or related field; or any equivalent combination, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Additional Qualifications:

Preferred experience with spreadsheets, Power Point, Google Docs and/or HMIS.

The ideal candidate should be able to work independently and in a team environment, provide customer service to a diverse population, prioritize and manage a variety of responsibilities, and be detail-oriented.

To Apply:

Send a resume, cover letter, and contact information for at least four references to the hiring manager via info@decaturcooperativeministry.org. Please include the position title in the subject line of the email.

No phone calls.

This employer does not tolerate or practice any form of discrimination either in employment or in services provided based on religion, race, national origin, physical ability, gender, sexual orientation, or age.

