



Job Title: Homeless Programs Specialist
Department: Southeast Alabama Coalition for the Homeless (SEACH)
Reports To: Director of Grants & Homelessness Initiatives
FLSA: Non-exempt
Effective: January 1, 2025

Position Summary: Under the general supervision of the Director of Grants & Homelessness Initiatives, the Homeless Programs Specialist is responsible for the overall delivery of services and implementation of case planning for individuals/households that are homeless or at risk of homelessness. The position is responsible for creating and updating household records in the COC's Homeless Management Information System (HMIS). *This is a grant-funded position subject to the ongoing availability of grant funds.*

Key Responsibilities:

1. Perform an initial comprehensive assessment of clients by phone or in person.
2. Complete the appropriate Homeless Management Information System (HMIS) assessment/triage tool to determine eligibility status.
3. Develop housing procurement, financial, and self-sufficiency case management plan with clients.
4. Maintain bi-weekly contact to review case plan and ensure compliance with program policies and procedures.
5. Maintain client-related data tracking systems, including up-to-date and accurate case notes and complete Homeless Management Information System (HMIS) entries.
6. Prepare monthly, quarterly, and annual reports for compliance and purposes of monitoring.
7. Make referrals to supportive services in our community as appropriate and support the client in navigating this process.
8. Develop relationships with landlords and assist in identifying appropriate housing.
9. Submit appropriate funding request, as required by each funding source, on a timely basis.
10. Establish, strengthen, and maintain relationships with internal and external partners, outside agencies, departments, stakeholders, referral sources, and other community homeless services organizations, which may include grantors and other funding sources.
11. Ensure that client interactions are person-centered and reflect each client's case plan.
12. Participate in all SEACH meetings, including subcommittees.
13. Assist with Homeless Connect Events, Point-in-Time Counts, and homeless outreach efforts.
14. Act as a liaison for collecting donations to assist individuals experiencing homelessness.
15. Perform all other duties as directed.

Required Education/ Experience:

- Bachelor's Degree Preferred.
- Minimum of two years prior experience working with individuals who are homeless, at risk of homelessness, domestic violence victims, behavioral health individuals, or those who need supportive housing.
- Experience specifically with HMIS Software a plus.

Required Knowledge, Skills, and Abilities:

- Demonstrated ability to work with individuals and families from diverse ethnic and socioeconomic backgrounds.
- Must be computer literate; internet savvy, experienced with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent written and oral communication skills; comfortable presenting in front of groups
- Strong organizational, detail-oriented, and time-management skills.
- Proven ability to work independently and effectively as part of a collaborative team.
- Excellent listening and problem-solving skills.
- Knowledge of relevant community resources.

Additional Requirements:

- Position requires local travel within Houston County and possibly other areas of Alabama. Travel/ mileage is reimbursable at an approved rate.
- Valid driver’s license and reliable transportation are required.
- Vehicle Insurance and up-to-date Registration.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for the operation of a typewriter, terminal keyboard, telephone, facsimile machine, office supplies, etc. The employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

SIGNATURE and APPROVAL

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources	_____ Date
_____ Chief Executive Officer	_____ Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.