



Job Title: Community Outreach Specialist

Department: Southeast Alabama Coalition for the Homeless (SEACH)

Reports To: Director of Grants and Homelessness Initiatives

FLSA: Exempt

Effective: January 1, 2025

Position Summary: Under the general supervision of the Director of Grants and Homelessness Initiatives, the Community Outreach Specialist plays a critical role in administering homeless outreach programs and Continuum of Care (CoC) initiatives. Networking with key stakeholders, such as local government agencies, non-profit organizations, and other service providers, is essential to ensure effective service optimization. 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. Responsible for day-to-day outreach activities and ensuring that all program objectives are met.
2. Identify clients who are homeless through direct street outreach activities and through reports/referrals from shelters, police, churches, hospitals, coordinated entry and others.
3. Conduct client intakes and needs assessments and enter data into the HMIS system.
4. Provide information and referrals as needed, crisis intervention.
5. Ensure that client interactions are person-centered and reflect each client's case plan.
6. Oversee recruitment and training of volunteers, interns, etc.
7. Identify and refer potential members to the Continuum of Care.
8. Obtain all required program certifications, remain current with compliance and regulatory requirements (e.g., Fair Housing, HUD, Affordable Housing programs).
9. Prepare monthly, quarterly, and annual reports for compliance and purposes of monitoring.
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. Participate in all SEACH meetings, including subcommittees.
12. Assist with Homeless Connect Events, Point-in-Time Counts, and homeless outreach efforts.
13. Perform *Habitability Housing* inspections for units that meet fair market/or rent reasonable guidelines.
14. Develop relationships with landlords and assist in identifying appropriate housing.
15. Perform all other duties as directed.

Required Education and 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
- Knowledge of relevant community resources.

Additional Requirements:

- Position requires local travel within Houston, Henry, Dale, Coffee, and Geneva Counties. 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 accommodations 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, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must 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 scanner, 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 the 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.