

Job Description

Title: Coordinated Entry Specialist

Program: IFS

All the criteria-based duties and standards within this document will be performed according to established policies, procedures and guidelines of Interfaith Community Services. Due to the nature of the mission of InterServ, all staff is expected to perform other duties as assigned.

Job Summary

Assess and match homeless households to community services utilizing Coordinated Entry System (CES) Policy and Procedures.

Works under the supervision of IFS Director.

Essential Job Functions-Responsibilities

1. Conducts the Coordinated Entry Assessment via the HMIS system and other screenings and assessments with homeless households to collect functional, environmental, employment, housing, educational, and health information. As appropriate will develop a referral plan to other community resources.
2. Sustains strong working relationships with community housing resources: Continuum of Care members and other providers of services to the homeless and those at risk of homelessness.
3. Assist in the ongoing development and implementation of the CES screening tool(s), policies, procedures, and processes.
4. Generates the By-Name-List of homeless households seeking housing. Facilitates bi-weekly CES calls with community housing resources.
5. Maintains, and updates as appropriate, client records and service reports both physical files and HMIS system files.
6. Attends monthly CoC meetings and CES meetings as scheduled. Attends other community meetings as necessary.

Employee Category: Professional

Job Classification: Hourly/Variable

Executive Director Approval _____ Date: _____

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Job Specifications

1. **Education:** B.S. in Social Work or related field.
2. **Licensure:** N/A
3. **Experience:** Experience in working with low-income families through a diagnostic and counseling approach.
4. **Essential Technical/Motor Skills:** Computer entry and typing.
5. **Interpersonal Skills:** Strong communication skills, patience, ability to listen, ability to relate to diverse populations, ability to work with volunteers and donors
6. **Essential Physical Requirement:** Ability to lift and carry 50 pounds on a daily basis; ability to organize and physically move food items, food donations and food orders. Ability to position self to access lower and upper shelves, cabinets, and files. Ability to ascend and descend stairs.
7. **Essential Mental Abilities:** Ability to assess client's problems and potential and make judgement, good knowledge of resources available, organizational skills. Must be able to demonstrate, through case record keeping, appropriate use of social case work methods to achieve results.
8. **Essential Sensory Requirements:** Ability to communicate effectively, both verbally and through writing case stories of successes achieved.
9. **Exposure to Hazards:** Some non-invasive client contact, exposure to typical office substances.
10. **Other:** Valid Missouri driver's license, provide own transportation

InterServ staff commits him/herself to the values of the mission statement and works toward fulfilling the goals of InterServ.