



Position

The role of the Youth and Young Adult (YYA) Coordinated Entry System Specialist is to link housing participants aged 18 to 24 with homeless service agencies through the coordinated entry system. This position works with the Coordinated Entry Manager and YHDP Team. This is a full-time position.

Salary is \$40,000 per year. Position includes benefits and generous paid time off, flexible scheduling and remote work with approval.

Responsibilities

- Work directly with housing participants, strengthening pathways to housing and solving barriers to success using creativity, advocacy, and available community resources.
- Conduct intakes in the field where young adults experiencing homelessness may present in the 11 county service area.
- Build relationships with local and state community resources, with a focus on maintaining knowledge of how to access these resources correctly for housing participants.
- Perform job functions adhering to accepted best practices, including Housing First, Diversion, and motivational interviewing.
- Maintain excellent client records, protecting the privacy, security, and confidentiality of participant data at all times.
- Be an expert on the coordinated entry system and our Continuum of Care's regulations and processes.
- Complete basic data entry in our region's Homeless Management Information System used by nonprofits, housing agencies, and churches.
- Train partner agencies on how to enroll YYA in the YYA Coordinated Entry System.
- Actively participates in bi weekly case conferencing
- Participate in all required meetings and training sessions.
- Any other duties as assigned.

Skills

- Ability to work with diverse populations and maintain appropriate professional boundaries in working with others and in handling confidential information
- Since position requires frequent driving to various job sites to provide services, a valid driver's license, reliable transportation, current auto insurance, and clean driving record are required
- Ability to feel comfortable and safe providing outreach services to transient populations in various locations.
- Computer and technological skills necessary to complete program paperwork, keep accurate and timely case records, enter and retrieve client information on a database, use



- agency email, and locate information on the internet.
- Knowledge in Microsoft Office (Word, Outlook, Excel, Power Point, etc.)
 - Fluency in Spanish and English preferred.

Physical Requirements

This position requires moving about in an office environment, moving about outdoors, being in a stationary position, and lifting up to 20 pounds.

To Apply

Submit resume, cover letter, and 3 references to Msmith@homelesscoalition.org. No phone calls, please.