



Position

The role of the YHDP Diversion Specialist is to utilize problem-solving techniques to prevent Youth and Young Adults under 25 years old from experiencing homelessness. This position reports to the YHDP Supervisor. 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

- Build relationships with the region's partnering agencies that serve people experiencing homelessness.
- Conduct ongoing training with each agency on how to successfully conduct diversion conversations.
- Ensure each agency is adhering to best practices regarding youth development and trauma-informed care.
- Process funds requests from agencies, including collecting and submitting documentation.
- Maintain excellent records of all financial transaction.
- Conduct problem-solving conversations directly with Youth and Young Adults
- Complete basic data entry in our region's Homeless Management Information System used by nonprofits, housing agencies, and churches.
- Maintain excellent client records, protecting the privacy, security, and confidentiality of participant data at all times.
- Participate in all required meetings and training sessions.
- Actively participates in bi weekly case conferencing
- 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.