

CHOICES

JOB DESCRIPTION

JOB TITLE:	PATH Community Outreach Specialist
REPORTS TO:	PATH Navigator
DESCRIPTION STATUS:	Salary Exempt
SALARY:	\$18 - \$20 an hour DOE
HOURS:	Full time or Part Time, M-F, 9am – 5pm

POSITION SUMMARY

The PATH Street Outreach Specialists will participate in daily street outreach to homeless individuals across Anchorage. The Specialists will specifically target, identify, and build rapport with homeless individuals and families not currently connected with services and / or living on the street, in their vehicle, or in homeless shelters. Specialists will provide hands on peer to peer outreach and engagement services to conduct case management interventions, quickly assess and link clients to long term housing, health, mental health and other supportive services. They will provide individualized client support throughout this entire journey by helping the client develop a plan to address their barriers, increase their income, and maintain and sustain permanent housing. The Specialists will attend community meetings and develop relationships within the Municipality of Anchorage, local businesses, organizations, and service providers. The Specialists will work as part of a larger PATH Outreach Team to identify solutions to trends within the homeless community.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Conduct daily outreach services, contacting homeless persons in all places where they congregate within the Municipality of Anchorage.
2. Provide supportive services in a non-judgemental manner.
3. Crisis intervention for homeless in the community.
4. Provide information, referrals, linkages, and advocacy to assist clients in accessing services and resources.
5. Assist clients with procuring necessary documents and services such as identification card, birth certificate, social security income, disability income.
6. Maintain client related data, including case notes.
7. Prepare case-related reports including outcomes, successes and challenges.
8. Maintain complete and accurate documentation of service objectives and outcomes as well as other services in accordance with federal, state, and company guidelines / policies.
9. Complete follow-up and retention services and provide back-up documentation in client files.
10. Build strong relationships with community service providers to identify new and existing opportunities and to better assist clients in accessing resources, employment, supportive services, and housing opportunities.

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11. Respond to community requests for street outreach intervention.
12. Attend collaborative community and municipality meetings.
13. Actively participate in staff meetings and trainings.
14. Network with other agencies and coalitions.
15. Other duties as assigned.

B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

1. Knowledge of working with the seriously ill, vulnerable, homeless population.
2. Able to do training for HMIS use within 6 months of hire
3. Able to obtain CPR / First Aid, Mental Health First Aid, and non-violent crisis intervention training within 6 months of hire.
4. Knowledge and experience working with the Housing First model.
5. Employee may experience several unpleasant sensory demands associated with the client's use of alcohol and drugs, and lack of personal hygiene. Employee must be ready to respond quickly and effectively to many types of situations including crisis situations and potentially hostile situations. Employee must be able to use non-violent crisis intervention strategies and techniques.
6. Experience utilizing case management interventions.
7. Ability to work independently and as part of a team.
8. Ability to exercise mature and professional judgement.
9. Good problem solving and conflict resolution skills.
10. Highly motivated
11. Self starter
12. Able to coordinate multiple projects and tasks.
13. Knowledge of HIPAA and ethical requirements and able to adhere to them.
14. Proficient with Microsoft Suite software.
15. Flexible, adaptable, and able to work in a fast paced, professional environment.
16. Available to work evenings and weekends if need be, based on operational needs of the program, as well as if requested by management.
17. Strong written and verbal communication skills.
18. Consistent attendance a MUST.

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19. Can convey a strong message of hope and recovery for people with psychiatric disabilities in a calm gentle manner.
20. History of dependability in recent work.
21. Ability to engage staff, clients, providers, and community on a professional level, as well as the ability to keep professional boundaries (i.e. excellent people skills).
22. Have demonstrated experience with the Alaska mental health system.
23. Have demonstrated knowledge of advocacy, self-help and empowerment programs for people with mental illness.
24. Able to meet billing requirements based off company policy and Medicaid requirements.
25. Be able to pass an extensive state and federal background check.
26. Have a valid AK driver's license with 5-year clean driving record.
27. Have negative TB test results.

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are typically in community setting. Long periods of walking and standing. Frequent periods of sitting. Some lifting of 15 lbs or less and some stooping.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received and read the CHOICES, Inc. PATH Street Outreach Specialist Job Description. I agree to keep it readily available and to refer to it often.

Employee Printed Name: _____ Date: _____

Employee Signature: _____