



## **JOB DESCRIPTION: CV Housing First Assistant**

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### **DEFINITION**

CVAG operates the CV Housing First Program, which is a coordinated regional approach to addressing unsheltered homelessness in Coachella Valley. The program follows the essential principle that once the stress of life on the streets is removed from the equation, an individual is more capable to deal with the underlying barriers to long term housing and self-sufficiency. Outreach, case management, and crisis stabilization housing are core elements of the program.

### **BASIC FUNCTION**

To perform a wide variety of duties under the general supervision of the Assistant to the Executive Director and the Program Manager; perform related work as required for the Department as assigned.

The Assistant - CV Housing First position is an all-purpose entry-level position that supports a broad range of program functions that will ultimately help homeless individuals and families people get off the streets and into housing they can sustain over time. This includes, but is not limited to, interacting with homeless clients in the field; helping with client intake, assessment, and referrals; making recommendations for individual client action plans; and regularly checking in with clients in an assigned caseload to help them make progress toward achieving their individual goals. The Assistant- CV Housing First position also supports efforts to advance coordination with collaborative partners, and participates in regular data entry, compliance, and reporting activities.

The ideal candidate for this position will have experience performing the functions as set forth in this description. He or she will also have strong oral and written communication skills, well-developed computer skills, and proficiency with the HMIS Client Track as well as other office software. The ability to work independently, use initiative, exercise sound judgment, set priorities, and meet critical deadlines is essential.

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to, the following:

- Conduct field outreach, including progressive client engagement and transporting clients to the Homeless Access Center as needed.

- Perform client intakes, assessments, develop Individual Service Plans (ISP), provide intensive case management visits 2-3 times weekly, provide extensive electronic and paper client file documentation.
- Facilitate referrals to partner agencies to help clients achieve their individual action plan goals.
- Frequently interact with clients within an assigned caseload to provide guidance, support, and case management as clients work toward self-sufficiency and long-term housing solutions.
- Coordinate and ensure that facilities and bridge housing units are clean and well-maintained in accordance with County, State, and Federal guidelines.
- Work directly with HMIS Client Track to ensure client data and progress is accurate and entered in a timely manner.
- Work to ensure that client documentation and records are complete and in compliance with County, State, and Federal regulations.
- Participate in inter-agency coordination sessions and trainings.
- Assist with rapidly answering and logging calls for help that are made through the CV Housing First hotline.
- Work primarily out of the Homeless Access Center and work flexible hours, possibly including nights and weekends.
- Additional duties as assigned by the Program Manager, Assistant to the Executive Director or the Executive Director.

In addition, the Assistant - CV Housing First position will:

- Promote CV Housing First to foster positive staff and community relations.
- Understand and comply with CVAG policies and procedures.
- Understand and comply with strict regulations regarding confidentiality and handling of sensitive client information.

## **MINIMUM QUALIFICATIONS**

- Minimum of 2 years of experience working in the Coachella Valley with unsheltered homeless individuals and in collaboration with partner agencies.
- Ability to maintain excellent positive working relationships with staff representing multiple partner agencies.
- Understanding of the Housing First approach
- Experience using HMIS Client Track
- Computer literate and experienced with Microsoft Office Suite
- Equivalent to or completion of high school (twelfth grade), including or supplemented by specialized clerical courses. Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. Bachelor's Degree in Counseling, Social Work, or Human Services is preferred but not required.

Ability to speak Spanish is desirable.

## **PHYSICAL CONDITION**

Work will primarily be performed in the field, with additional duties in an office setting. Field work may involve using a personal vehicle to travel to remote or hard to access locations at all times of the year. Field work may also involve working flexible hours.

## **LICENSES AND CERTIFICATES**

Valid California Driver's License, Class C and vehicle insurance

## **CLASSIFICATION**

Class I - At-Will