**Coalition for the Homeless Job Description**

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| Title: | Prevention/Diversion Coordinator |
| Summary: | This position provides assessment, referral and short term case management services to homeless and near homeless families and individuals. |
| Reports to: | Coordinated Entry Supervisor |
| Direct Reports: | None |
| Classification: | Full-time salary of $35,000 |
| Minimum Requirements: | Bachelor’s Degree in a related field or two years’ experience in social services. Familiarity with Microsoft Word, Excel, Outlook and PowerPoint and ability to understand the Homeless Management Information System and Unite Us. Ability to work with diverse groups. Excellent written and oral communication skills, a self-starter and attention to detail. |

Duties:

1. Work with people who are homeless or near homeless to provide referrals and guidance to assist them in preventing homelessness or diverting them from entering the shelter system.
2. Conduct home visits to a limited number of program participants in permanent housing.
3. Work with co-workers to test, tweak and implement the Prevention/Diversion assessment.
4. Answer calls at the call center.
5. Determine the best route for services for people who call in to the center.
6. Refer those who are appropriate to the Common Assessment Team.
7. Develop and maintain relationships with new and existing partners across the community that can assist people in obtaining needed resources.
8. Make bed reservations for those who are in need of immediate shelter.
9. Keep statistical information regarding who and how people have been served, etc.
10. Provide short term case management.
11. Assist in housing search.
12. Enter information in to HMIS data base.