

Friends of the Family Job Description

Job Title:	Homeless Resource Specialist
Reports To:	Housing Manager
Position Status:	Full-time Salaried Position
Job Summary:	This position will lead the agency's coordinated entry, coordinated services region work, homeless training and homeless outreach for Friends of the Family.

Duties specific to Communications and Outreach:

1. Build the Coordinated Services Region within nine counties
 - a. Conduct one on one meetings with non-profit agencies
 - b. Coordinate regional meetings
 - c. Develop brochures and marketing materials to increase knowledge of CSR duties
2. Attend interagency meetings on behalf of Friends of the Family
3. Provide assessment of homeless families and individuals to ensure they are directed to the program that will best meet their needs.
4. Coordinate and complete point in time count for northeast Iowa region
5. Work with other local Coordinated Services Regions to ensure that clients have access to prioritization list in and out of the Northeast Iowa region
6. Work to establish a baseline of services for homeless families and individuals that exist within the 9 county area
7. Provide training to Friends of the Family staff on homeless services, diversion, assessment, coordinated entry, case management, etc.
8. Ensure homeless standards from the state of Iowa are being met
9. Promote and educate the general public on housing first, rapid rehousing,
10. Provide social media activity (e.g. Facebook, Twitter, Instagram, YouTube); regularly updates and posts to sites; creating content and updating photos for homeless services
11. Implement community and program outreach strategies to improve public awareness of Friends of the Family services and policy priorities
12. Build relationships with local landlords to ensure access to affordable and safe housing.
13. Provide case management to homeless families and individuals
14. Works to ensure that all internal communications are being completed and shared agency wide.
15. Attend meetings, seminars, and networking/outreach events on behalf of FOF
16. Perform other duties as requested by the Executive Director.

Position Qualifications:

1. Bachelor Degree in public relations, social services, communications or marketing with combination of equivalent education and experience.
2. Excellent interpersonal, verbal and written communication skills and public speaking skills.
3. Strong analytic and strategic thinking skills.
4. Must possess the ability to meet deadlines and manage complex interrelated tasks simultaneously.
5. Ability to work independently and as a team.
6. Ability to complete mandatory training to qualify as a victim advocate within 30 days of employment.
7. Ability to travel throughout the 20 county service area.

8. Ability to pass law enforcement screening and possess clean personal history regarding child endangerment.
9. Creative energy and initiative to design and implement new fundraising ideas.

Employee Signature:

I have reviewed all the information contained in this job description and agree that it is accurate and I am physically able to perform the duties.

I acknowledge that the contents of this job description are not to be construed, in part or in whole, as a guarantee of employment. I understand that Iowa is a at will employer, and therefore, my employment is at the will of myself, the employee, and Cedar Valley Friends of the Family.

Signature

Date