

JOB DESCRIPTION - HORIZON HOUSE
--

JOB TITLE: Assessment Specialist

DATE: March 2019

REPORTS TO: Clinical Supervisor

REVISION DATE: N/A

SUMMARY: This position is responsible for enrolling new individuals or families experiencing homelessness (neighbors) into Horizon House services. A thorough assessment includes identification of each individual's needs, resources, strengths, and interests related to addressing barriers to income and housing stability. This position also functions in a triage capacity to address immediate needs of neighbors as well as to link them to resources, services and supports for long term stability.

ESSENTIAL JOB FUNCTIONS:

1. **Assessment and Triage:** Work with a diverse clientele to conduct thorough assessments using format and tools determined by the agency. Enroll neighbors into Horizon House services, and provide appropriate, timely interventions to address immediate needs. Assist in managing crises and emergencies as needed/assigned.
2. **Care Coordination:** Coordinate with co-located partners and other community organizations, including but not limited to medical, mental health, recovery, employment, and housing providers, to advocate for and link neighbors to services that address their goals. Assessing for eligible and appropriate service options as identified by the Continuum of Care.
3. **Record Keeping:** Maintain documentation of client records in compliance with agency and external policies, procedures, and any applicable licensing standards.
4. **Legal:** Observe protocol for confidentiality and ethical conduct/behavior, including but not limited to maintaining appropriate professional boundaries. Take appropriate action according to established protocol of the organization and/or local/state ordinances/laws.
5. **Education/Training:** Attend required agency and/or community education and training activities. Assist in training new staff, community partners and interns as appropriate. Offer peer assistance to colleagues as appropriate. Contribute regularly to agency and team meetings; represent the agency at community meetings as requested.
6. **Hours:** Salaried position requiring a minimum 40 hour work week.
7. **General Assistance:** Assist with other duties as assigned by the Clinical Supervisor, Program Manager or other agency leadership.

The preceding essential function statements are not intended to be an exhaustive list of tasks & functions for this position. Other task & functions may be assigned as needed to fulfill the mission of the organization.

Assessment Specialist

QUALIFICATIONS/KNOWLEDGE/SKILLS:

- Bachelor's degree required; Social Work (BSW) or similar human services degree preferred;
- Prefer one to two years' experience in a program providing services to individuals / families experiencing homelessness or poverty (may include educational/academic, internship and/or volunteer experience);
- Requires the ability to support individuals experiencing homelessness by developing professional helping relationships with neighbors, agencies, and community partners
- Requires strong written and verbal communication skills;
- Requires knowledge of human behavior and skills to assess client strengths and needs;
- Prefer working knowledge of community resources;
- Requires strong organizational skills with attention to detail;
- Proficient in all Microsoft applications and ability to become proficient in required database tracking systems

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____