



Job Description

Job Title	Homeless Resource Specialist
Work Location	Admin Office (Allegheny or Beaver County Service Areas)
Starting Salary/ Job Classification	Casual contracted position. Contractors will be compensated \$1,500 per case. Contractors will be compensated after case discharged procedures are completed and approved.
Direct Reports	N/A
Department	Special Programs
Reports To	Chief Program Officer
EEO/FLSA	Contracted Staff (Casual)

Company Overview	<p>Our Mission: To bridge the gaps between students, families, schools, and resources, fostering a community where all students can succeed.</p> <p>Our Vision: To transform public education, creating an equitable education experience for students that enables them to reach their highest potential free from barriers.</p>
Job Summary	<p>The Homeless Resource Specialist is responsible for case management of a targeted group of students and their families who are experiencing homelessness or housing instability, that has served as a barrier to engaging with their education.</p> <p>The Homeless Resource Specialist will work primarily with PACS partner school districts to identify these students and their families and provide them with case management services to address needs caused by homelessness or housing instability, with the intent of reengaging them in their education.</p>
Essential Duties	<ul style="list-style-type: none"> • In collaboration with PACS school-based staff and partner school districts identify students and families that need to be referred to Homeless Resource case management services. • Conduct family needs assessment with referred students and their families. • Connect students and their families to needed community resources and providers to address identified needs. • Students and their families will be served at the school, home, and/or in the community. • Build strong relationships with referred families and school district staff. • Engage in outreach efforts to students and their families to

	<p>identify the challenges preventing them from attending and/or participating in school, exhibiting positive behavior, and performing well academically.</p> <ul style="list-style-type: none"> • Identifies community-based resources available to support the students and their families. • Coordinate and deploy basic needs resources to students and their families being served. • Provide weekly updates on student and family progress to all appropriate stakeholders. • Consistently checks-in with case-managed students and their families and evaluates the effectiveness of their plan and progress towards established goals. • In collaboration with PACS school-based staff connect students and their families with opportunities for involvement and inclusion in out-school-time programming, school events and activities. • Document case management activities with all students and families being served in the PACS data management system.
<p>Secondary Duties</p>	<ul style="list-style-type: none"> • Participates in the organizational culture of trauma informed practices using the Sanctuary model. • Participates in required training and team and all staff meetings. • Provides culturally competent and trauma-informed services to all students, families, etc. • Performs other duties as assigned.
<p>Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Possess a passion for serving youth from diverse populations. Integrity, credibility, and a commitment to and passion for CISPAC's mission. • The ability to identify opportunities for supportive partnerships that may benefit students and their families. • Commitment to developing strong collaborations to support students, schools, and families and a strong commitment to social change through community empowerment. • Strong project management, problem-solving, and conflict management skills • An understanding of social service work and advocacy. • Ability to engage students, parents, and the greater community. Ability to develop and maintain strong relationships and collaborative partnerships. • Strong organizational skills, attention to detail, and demonstrated success when multi-tasking. • Excellent verbal and written communication skills. Ability to deal with ambiguity and change, flexible working in a fast-paced, nonprofit environment. • Experienced in understanding and diffusing sensitive situations with diverse populations using a balanced approach when handling situations on a case-by-case basis • Clearly and consistently represents PACS in all aspects of service delivery to help promote PACS, our values, and mission. • Experience in and knowledge of homeless services and housing resources.

	<ul style="list-style-type: none"> • A strong commitment to accountability, data collection, and service documentation.
Experience/ Education Requirements	<ul style="list-style-type: none"> • Experience and knowledge equivalent to that gained from a bachelor's degree in the social services field required. • Minimum of 2 years of experience in social services or a related field required. • Demonstrated related experience may substitute for preferred education.
Working Conditions/ Physical Demands	<ul style="list-style-type: none"> • Travel up to 80% to schools, homes, communities throughout Allegheny or Beaver County. • Perform light work – exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. • Must have a valid PA driver's license and reliable transportation. • This position works at the PACS administrative office, onsite at schools and in the community.

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. The physical demands 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.