



Homeless Outreach Specialist Job Description

At Building Futures, we believe everyone deserves a safe place to call home. The agency is an Alameda County leader providing a safety net of services to help individuals and families rebuild safe and stable lives free from homelessness and family violence. We operate three emergency shelters; a full spectrum of domestic violence outreach services; supportive housing site; and permanent and rapid re-housing programs. As a Housing First agency, all of Building Futures' programs and services prioritize linking our clients with housing.

Classification: 1.0 FTE Full time, non-exempt employee

Compensation: \$22 - \$25 per hour, commensurate with experience, Building Futures pays 100% of employee premiums for health insurance, dental and vision coverage. Holiday, vacation, and sick pay.

Position Objective: The Homeless Outreach Specialist supports homeless individuals and families residing in the cities of San Leandro and Alameda. The position is case management “on-wheels” and liaison to community outreach partners including the local police taskforce, city compact teams and church programs.

Essential Functions:

- Perform outreach services to homeless including the distribution of meals, clothing, PPE, hygiene supplies and laundry vouchers.
- Identify needs and provide resources for Medi-Cal, mental health, substance recovery, educational programs, financial and housing assistance services.
- Act as Building Futures’ liaison for community street outreach programs. Develop good working relationships with government and community resources such as business owners, realtors, housing developers, etc.
- Maintain client-related data tracking systems including case notes and HMIS systems.
- Attend collaborative meetings such as staff trainings and weekly case conference.
- Transport clients to appropriate services, as needed.
- Other duties, as relevant and assigned by ER Services Director.

Skills & Abilities:

- Adept in MS Office (Excel, Word, and Outlook).
- Skilled at working with diverse populations and engaging clients.
- Ability to communicate professionally and with integrity.
- Ability to work independently or as a member of a team.

- Excellent problem-solving skills.

Knowledge:

- BA degree or equivalent experience in a Human Services setting.
- Two (2) years' experience with the homeless population.
- Must have a valid in-state driver's license, provide current registration and insurance.
- Experience in street outreach and/or the homeless shelter environment.
- Knowledge of the HMIS system.
- Knowledge of local resources for the homeless and underserved populations.

Physical Requirements & Working Environment:

The work environment and physical demands described are representative of those required by employee to perform to the essential functions of this job with or without reasonable accommodation.

- Must be able to lift 50 pounds.
- In an 8-hour workday.
- Hand use: single grasping, fine manipulation, pushing and pulling.
- Work requires the following motions: bending, twisting, squatting and reaching.

To Apply:

Email your resume and cover letter to HR Manager, Esther Nand at enand@bffc.org. In your cover letter, explain why you would like to join our team and are the best candidate for the job. Please title attachments with your first and last name. Only applications that include all requested documents are considered. Submissions will be reviewed daily. We are looking to hire as soon as possible, first come first serve, and position is vacant until filled. Only short-listed candidates will be contacted. No phone calls please.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Building Futures reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

Building Futures with Women and Children is an Affirmative Action /Equal Opportunity Employer which hires without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal and state law.