



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Lead Assessor for Coordinated Entry Services**, to provide field- and phone-based screening, assessment, prioritization, and referrals to a broad range of housing-related services. The Lead Assessor will also supervise two assessors, provide leadership to matching activities to resources, and support data compliance and reporting activities. This is a full-time, nonexempt position based in Fremont with frequent travel throughout Alameda County.

#### **How You Make An Impact:**

- Provide Health and Safety Screening and identify crisis health or safety needs, ensuring immediate connection to the appropriate emergency response (e.g. police, hospital, DV services, etc.), and other screenings and assessments to determine level of need and alternative services
- Accept HRC appointments from 211, coordinate with outreach team to ensure
- Work with shelters to determine bed availability daily and identify and locate people from prioritization list to fill those beds
- Supervise 2 assessors and a HMIS data entry staff
- Maintain regional prioritization list and determine matching to resources
- Utilize motivational interviewing techniques to explore participant's motivation
- Provide direct crisis counseling and problem identification
- Compile data and provide reports to funders and stakeholders as needed
- Allocate various housing support funding through HRC
- Gather and assemble related information, and maintain appropriate records and files
- Track services, data, and intake in real-time. Responsible for gathering and compiling participant/service/outreach data and preparing timely periodic reports, as required by funders and collaborative partners. Maintain thorough and concise case notes
- Attend and participate in weekly case management meetings
- Perform other duties as assigned by Sr Program Manager Coordinated Entry

#### **How You Meet the Qualifications:**

- MA/MS degree degree in Psychology, Human Services, Social Work, Sociology or related field required preferred. BA degree required
- Bilingual in Spanish or other language (Mandarin, Cantonese, Vietnamese, Hindi) preferred
- Lived experience with mental illness, homelessness, and/or co-occurring disorders or experiences as a family member of someone with lived experience preferred
- Must have 1 year of field experience working with people experiencing homelessness
- Must have working knowledge of resources in Alameda County and linkages/referrals of homeless to services. Experience with street outreach a plus

- Must be experienced with HMIS and comfortable working with data, providing data reports, and working with excel
- Knowledge and ability to implement Harm Reduction, Housing First, and Motivational Interviewing
- Ability to build supportive and respectful working relationships with individuals diagnosed with a mental illness that instills hope and promotes self-determination. Sensitivity to and understanding of the special needs of the homeless
- Excellent verbal/written communication, organizational and time management skills
- Understanding and practice of culturally sensitive components of direct service delivery through open dialogs and self-exploration with diverse group
- Ability to effectively intervene in crisis situations using de-escalation techniques
- Flexibility work hours, including some weekends and evenings

#### **How Abode Appreciates You:**

- **Competitive Pay Range: \$24-26 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- 100% Paid medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Clinical Supervision hours towards licensure
- Professional Development Trainings, Leadership Academy Programs, and Opportunities for Growth
- Employee Recognition Program, Annual All Staff Gatherings and Holiday Parties

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

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**