Job Announcement
Posted: September 20, 2017

Outreach Specialist - SSVF

Job Title & Code:	Outreach Specialist - SSVF (Non-Exempt)
Job Hours:	Full Time
Salary:	$11.75 - $13.50 DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

ACCESS helps create a community where people share skills and resources to develop a sense of responsibility for themselves and each other. We are a team of positive individuals who strive to make a change for the better in our community. Apply today. We look forward to meeting with you!

Position Summary
The Outreach Specialist's focus is to locate and engage homeless Veterans and their families who may be eligible for rental housing assistance. This position works collaboratively with a multi disciplinary team in navigating through complex resources and processes. This position will conduct outreach by making direct contact to potential eligible Veterans and their families by providing information about both housing opportunities and other services in the community. This position will work within an office environment as well as frequent travel within Jackson County.

Position Duties & Responsibilities
* Identify unsheltered homeless persons through direct outreach activities and through reports/referrals from shelters, police, churches, social service providers and others.
* May initiate contact and establish a working interaction with unsheltered homeless persons for the purpose of providing assistance with attaining adequate shelter and access to needed services.
* Make referrals to appropriate community resources.
* Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless persons.
* Participate in appropriate workshops, trainings, and meetings as directed.
* May conduct presentations giving in-depth descriptions of the Support Services for Veteran Families outreach and provide information on other programs offered by ACCESS as required.
* Maintain complete client records, daily activity logs, mileage logs, and other reports as directed.
* Take appropriate action to deal with any homeless emergency situation.
* Work with the Program Supervisor & Community Support Specialist Lead in identifying outreach opportunities and materials.

Position Requirements
* Belief in ACCESS' mission to help people help themselves.
* Previous active military experience with honorable discharge.
* Ability to maintain patience and tact when dealing with confused and/or defensive individuals as needed to provide information or instruction.
* Ability to interact effectively with a variety of individuals and groups from varying educational, ethnic and socioeconomic backgrounds to include listening, sensitivity to the other's feelings, needs, point of view, tact and courtesy in expressing opinions or ideas.
* Projecting a positive image of ACCESS, and recognizing opportunities to enhance community relations.
* Ability to work flexible hours. Willingness and ability to adjust to changing conditions or priorities.

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- In addition to working in a typical office environment, the ACCESS Outreach Specialist will be required to work in areas inhabited by homeless persons, to include working in dirty environments and dealing with persons who may become difficult or irate.
- Must be willing to work in poor weather.
- Proven ability to consistently provide ideas opinions, or information in an articulate, professional way.
- Ability to actively listen to others and demonstrate understanding of other points of view.
- Valid Oregon Drivers license with record that is acceptable under ACCESS' insurance policies.

Apply by Submitting Application, Cover Letter, & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email *jzomerdyk@accesshelps.org*

Visit www.accesshelps.org for more information