



Job Description for: CARR TEAM Specialist

JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:	CARR Team (Coordinated Access & Rapid Resolution) Specialist Full Time Exempt July 2019 Sonya Thesing, Executive Director
SUMMARY:	Seeks out high risk, transitional aged, literal homeless youth to assess and address their immediate needs; assist TAY with navigating the adult homeless system; provide case management and advocacy; linking transitional aged youth to safe and available housing. Must be readily available to youth for counseling during periods of physical and mental stress. Continually helps to link youth to support sources within the community as the need arises.
REPORTS TO:	Youth Outreach Program Team Leader
DEPARTMENT:	Youth Outreach Program
SUPERVISES:	N/A
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	<ul style="list-style-type: none">• Ability to organize and develop work routines to achieve program outcomes.• Exhibits concern/empathy for clients and their life experiences.• Ability to initiate and maintain relationships with targeted population as well as YHDP partners and adult homeless system providers.• Ability to rapidly assess unique situations and be solution driven to solve said issues.• Aware of available community resources and a clear path to accessing them.• Ability to work autonomously and identify/communicate issues to Team Leader.
MAJOR RESPONSIBILITIES / ACTIVITIES	<ol style="list-style-type: none">1. Coordinates and provides outreach by identifying, engaging, and linking literally homeless young adults to immediate services in order to meet program objectives.2. Manages and maintains Community Active List to ensure all homeless youth that are encountered are accounted for and have a coordinated plan.3. Maintains contact and excellent relationships with the YHDP partners and adult homeless system providers.4. Ensures availability of crisis/safety plan for the assigned youth to have an immediate contact in times of trouble.5. Maintains required caseload and/or meets established productivity standards.6. Accurately completes documentation in a timely manner.7. Attends all community hosted meetings and trainings.8. Completes other duties as assigned.



Job Description for: CARR TEAM Specialist

EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ol style="list-style-type: none"> 1. Bachelor's degree (B. A./B. S.) in Social Work or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. 2. One year working with homeless, gang-involved or at-risk (preferred). 3. Strong verbal and written communication skills. 4. Computer literate and knowledgeable of office equipment. 5. Holds and maintains a valid driver's license with a good driving record.
REQUIRED TRAININGS	<p>Completes required trainings, including but not limited to:</p> <ul style="list-style-type: none"> • Core training • CPI non-violent crisis intervention • CPR • First aid • Cultural competency • Other training programs as directed by the Team Leader. • Other trainings required by CSB.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	<p>Shelter/office environment and other various locations in the community. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. Must furnish a reliable personal means of transportation in order to accomplish work objectives. May work a nonstandard work week.</p>
ADA:	<p>The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.</p>

I have carefully read and reviewed the CARR Team Specialist Job Description as outlined herein and understand the requirements of the position and accept same. I acknowledge that nothing in this job description restricts management's right to assign or reassign job duties and responsibilities to this position at any time.

CARR Team Specialist

Date

Manager

Date