

**Job Title:** Emergency Housing Specialist

**Classification:** Regular, Full Time

**Department:** Roads Home

**Reports to:** Program Manager

### **Company Overview**

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

### **Program Overview**

The Roads Home Program is a Supportive Services for Veterans Families program designed to serve very low-income, primarily homeless Veterans and Veteran families. The program assists Veterans in exiting homelessness to permanent housing and in maintaining a permanent housing placement. Services provided by BFHP include street and venue-based outreach, case management, permanent housing placement, and assistance in obtaining VA and other benefits.

### **Position Summary**

In collaboration with the Program Coordinator and Program Manager, the Emergency Housing Assistance (EHA) Specialist will be responsible for the facilitation and logistics of the Emergency Housing stays for vulnerable Veterans.

### **Essential Duties and Responsibilities**

- Facilitate motel reservations for unsheltered veterans in the SSVF program
- Complete motel reservation extensions for veterans placed in motel by the SSVF Program
- Update motel tracking document as needed, at least once daily
- Complete temporary financial assistance requests for all motel stays
- Add support services and notes in HMIS for Veterans placed in motels
- In partnership with Case Managers, conduct wellness checks for Veterans staying in SSVF funded motels
- In partnership with Program Manager or Assistant Program Manager, conduct follow up appointments with motel staff to ensure SSVF clients are adhering to motel guest rules
- Perform research of motels in the local area to establish emergency shelter for high barrier clients, as needed

### **Qualifications, Skills and Abilities**

- Degree or certificate in data entry or similar field
- Minimum two years of experience in database reporting and data entry
- Excellent community building skills.
- Excellent group facilitation skills.
- Experience working with HMIS preferred



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- Proficiency in Microsoft Office Programs and databases
- Proficient with Excel
- Experience working with veterans strongly preferred
- Commitment to an understanding of issues related to homeless and low-income persons
- Excellent organizational, initiative, and time management skills; must be detail orientated
- Possess strong ability to set priorities and work in an orderly manner in a busy environment
- Ability to work independently, as well as part of a team
- Knowledge of the VA health care system a plus Veteran, preferred

### **Special Requirements**

- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background check clearance.
- Must be able to lift or move up to 50 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, language, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-time

Pay: \$25.75 per hour

***I have received a copy of my job description and understand all of my responsibilities.***

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_