

# ALPHA PROJECT

Where Miracles Happen!



**Job Description: Outreach Worker**

**Status: Full Time, Wednesday – Sunday. 7AM – 3:30PM**

**Salary Range: \$18-21 an hour, commensurate with experience and education**

**Program: Port of San Diego Homeless Outreach Program**

**Job Description:** Outreach Worker, under direct supervision of the Program Director and Supervisor, will be responsible to provide street outreach activities within the Port of San Diego, supporting individuals/families with accessing permanent or temporary housing.

**Responsibilities:**

- Locate, identify, and build relationships with unsheltered homeless individuals/families residing in the Port of San Diego and engage them for the purpose of providing immediate support, linkages to services, diversion and intervention, and connections with housing navigation resources aimed at ending homelessness;
- Provide housing focused case management/support services to provide support to participants;
- Complete an initial assessment of needs and eligibility and enter into HMIS & CES;
- Address urgent/immediate needs and linking participants to necessary services to address those needs to include but not limited to food, clothing, and transportation.
- Actively connecting and/or providing referrals to services including, but not limited to: temporary housing facilities and programs, physical health services, mental health services, addiction and recovery services, documentation (e.g. birth certificate, California Driver's License, California Identification Card and/or Social Security card), mainstream Benefits (e.g. Social Security/Social Security Disability), legal services, employment services, housing navigation, permanent housing, domestic violence services, childcare, family reunification, and other community based services
- Communicate and adhere to program policies and procedures and model professional rapport to all clients in accordance with the Operations Manual;
- Complete and submit time sensitive reports to referring entities and/or agents;
- Ensure compliance with organization, contractual, local, state and federal mandates, including confidentiality law;
- Attend meeting as well as work closely in collaboration with the Port of San Diego staff and officers;
- Work collaboratively with partner agencies including County Mental Health and others;
- Perform other duties as assigned by the Program Supervisor/Director.

**Qualifications: Outreach Worker will possess these minimum qualifications:**

- 1+ years' experience in Case Management/Outreach working with vulnerable populations and/or mental health settings;
- Bilingual speaker preferred;
- Ability to drive an 8 passenger van, preferred;
- Working knowledge of Microsoft Office (Outlook, Word, Excel);
- Ability to work independently and manage time effectively;
- A positive attitude that is flexible and adaptable to a changing environment;
- Individuals with lived experience are strongly encouraged to apply.