HOMELESS PREVENTION & DIVERSION COORDINATOR

This full-time, partially grant-funded position has the opportunity to support individuals and families who are at imminent risk of homelessness.

The Homeless Prevention & Diversion Coordinator is:

- A critical thinker with a high level of initiation, motivation and enthusiasm who demonstrates a sense of urgency, responsiveness and attention to detail.
- Skilled in communications (written and oral) and has strong interpersonal and organizational skills; demonstrates knowledge and understanding of program budgets, and is proficient in math and Microsoft Office.

Essential duties include:

- Conducting outreach activities
- Assessing households for eligibility
- Case management
- Developing comprehensive service plans
- Connecting clients to services designed to increase skills and income so that they can gain and/or maintain stable housing
- Administering and tracking financial assistance
- Conducting housing inspections
- Ensuring services, outcomes and client data are documented in data-systems, like HMIS
- Building and maintaining effective working relationships (eg. landlords and property managers)

This position is highly visible to staff, senior management, and the general public. The ability to work in a fast paced environment while meeting project goals and outcomes is a must. Sound judgment is required for appropriate decision making, problem solving and priority setting.

- Bachelor's degree in Social Work, Psychology, Sociology, Public Administration, or a related Human Services field; two (2) years of related work experience in counseling/social work in a Social Services or Human Services setting providing emergency and support services (intake); or equivalent combination of education and experience.
- Valid driver's license and good driving record (driving records may be reviewed annually for continued qualification.

Special requirements includes experience working with people in crisis situations. Experience in homeless services, or social services. Knowledge of the social services field, relevant research on homelessness and the practice of homeless prevention, housing programs and/or successful implementation of homeless programs.

Strong desire for candidates who have experience working with individuals and/or families at risk of homelessness.

This position is housed in Leesburg, but will work from other locations throughout the county. Travel to client’s homes and meetings required. In the event of an emergency, may be required to work and be assigned to an alternate work site to carry out duties that support the needs of the County’s residents or employees. May be required to work outside of the standard, schedule work week.

Pass pre-employment background check to include criminal, credit and DMV.
Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development