

Position: Central Access Point Intake Specialist/Housing Specialist	Document date: 2/17/2010
Identifying Title: CAP Intake Worker	Revision Date: 2/17/2010
Source of Funds for the Position: Cincinnati/Hamilton County Continuum of Care for the Homeless, Inc.	
Reports to: Homeless Prevention Rapid Re-housing (HPRP) Program Coordinator	

Position Overview

The Central Access Point (CAP) Intake Specialist/Housing Specialist is a **full-time** staff level position, at the Cincinnati/Hamilton County Continuum of Care for the Homeless. This position is intended to serve two roles within the CoC, Inc.

1. CAP Intake Specialists serve as the primary access point for potentially homeless and homeless families and individuals seeking homelessness prevention services or emergency shelter within Cincinnati and Hamilton County. CAP Specialists will answer calls to the CAP intake line, assess the needs of callers, assist callers into appropriate services including placement into the Salvation Army's Homelessness Prevention Pilot Program, HPRP Prevention Program or emergency shelter.
2. Housing Specialists are responsible for assisting the HPRP Housing Specialist in completion of Housing Inspections and other Housing Specialist job duties as needed.

Essential Job Functions

Reception of CAP Intake Line Calls -

- Provide professional, customer friendly screening of all callers to the CAP intake line
- Assess current family situation (homeless or at risk of homelessness)
- Facilitate same or next day connection to, as well as cooperate and collaborate with, the Salvation Army Homelessness Prevention Pilot program and/or the HPRP Homeless Prevention Program, on behalf of all at-risk families
- Facilitate placement into, as well as cooperate and collaborate with, emergency shelters on behalf of families and individuals that are currently homeless, taking into consideration bed availability, household structure, and history with the shelter system
- Facilitate connection to other appropriate community services, as needed.

Completion of Housing Inspections

- Conducts Housing Inspections
- Creates and maintains resource list of landlords and properties available
- Assists with Lease and Rental Agreement (if applicable) and obtains signatures
- Adheres to Fair Market Rent Guidelines and HUD regulations
- Acts as advocate for client Housing issues
- Seek out housing resources that meet the needs of clients

General

- Collaborate and coordinate with all emergency shelters, the Salvation Army Homelessness Prevention Pilot project, the HPRP Prevention Program and other appropriate community resources
- Participate in staff meetings and activities as appropriate
- Accept direct supervision by the HPRP Program Coordinator

Requirements

- College degree in Social Work or related field
- License and/or experience working with the homeless preferred
- Valid driver's license, liability insurance and use of personal vehicle



Other Skills/Abilities

- Positive attitude
- Willingness to learn about and understand homelessness, homeless prevention, emergency shelters, and the Continuum of Care for the Homeless as a whole
- Ability to work independently
- Willingness to accept direct supervision

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply, email your cover letter and resume to hr@cincinnatioc.org. Resumes without a cover letter will not be considered. **NO PHONE CALLS PLEASE.**

