

7. Provides information and referral assistance to callers from secondary and post-secondary institutions, social service agencies, law enforcement, emergency services, behavioral health organizations, courts, hospitals, religious entities, etc. regarding participants needing homeless services and/or housing.
 8. Maintains and monitors bed inventory and prioritization list to refer households based on available openings, household needs and project requirements;
 9. Assists in projects with data entry needs including programs and services, training and troubleshooting access difficulties;
 10. Provides customer service support to shelters, other area agencies, county and federal entities related to shelter and services for homeless individuals and families and for those at risk of homelessness;
 11. Assists in promoting cultural & linguistic competence within the Stark County community;
 12. Works congenially and cooperatively with coworkers and the public; maintain a working knowledge of the Homeless Continuum of Care of Stark County policies and procedures;
 13. Performs other duties as requested including attending training and community meetings as directed by the supervisor.
- This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Mental Health and Recovery Services Board of Stark County and Heartland Administrative Services Center. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.***

PHYSICAL DEMANDS

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Must spend majority of time concentrating on multiple computer monitors; Must be able to sit or stand for extended periods of time; must be able to wear a phone headset. Travel by automobile may be required occasionally.

List Position Numbers & Job Titles of Positions Directly Supervised:
NONE

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

X

EMPLOYEE