



**PRIMAVERA
FOUNDATION**

**PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY
JOB POSTING**

151 W. 40th Street
Tucson, AZ 85713

Job Title: Resource Specialist, Family Pathways Emergency Shelter Program
Reports To: Director for Shelter Services
Hours: Full-time, 40 hours per week, flexible to meet the needs of the program
FLSA Status: This is a non-exempt position

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Primavera's Family Pathways Emergency Shelter Program provides short-term shelter for families with minor children who are experiencing homelessness in community based rental units, along with intensive case management to meet each family's goals, leading to stable housing.

The Resource Specialist assists with the development of individual success plans for each family, provides referrals to other community services/resources, and serves as a liaison with outside entities in order to advocate for the needs of the family. The Resource Specialist works with each family to identify a community rental unit and negotiates the lease and payment process with each landlord. The Resource Specialist also works closely with homelessness liaisons from school districts to ensure that federal education regulations regarding children that are homeless are followed.

The successful candidate will be a compassionate service professional, who is deeply motivated by helping others to achieve sustainability through attainment of their goals, is adaptable to change and able to work at a faster-than-average pace, and is thorough, structured, and detail-oriented.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Provide direct resource specialist services to families in the Family Pathways program:
 - a) Assess potential participants and orient new families to the program.
 - b) Administer SPDAT tools, create and continuously maintain accurate HMIS/Service Point electronic records for all participants, and ensure data is entered within 24 hours of each participant-related contact or activity.
 - c) Establish file for each family in the program, ensuring proper documentation at intake as required by Primavera guidelines and outside funding sources.
 - d) Create family success plans and meet with each participant at least weekly, monitoring progress and making referrals to ensure participant's success, and enforce program guidelines.
 - e) Coach and guide families, providing life skills resources and ensuring that participants follow through with referrals, and advocate for families as appropriate; obtain release of information for participants working with outside agencies.
 - f) Develop and maintain a working budget with each family.

- g) Provide referrals and support to access mainstream benefits and resources for each family, and work closely with DES, DCS, and other entities as necessary to ensure family needs are met.
 - h) Coordinate with Primavera programs and other community permanent housing providers to assist families with stable housing.
 - i) Maintain contact with school homelessness liaisons/coordinators ensuring the needs of the children are met including transportation.
 - j) Work with parents to enroll pre-school age children in Head Start or other appropriate programs.
- Provide emergency shelter housing for families
 - a) Arrange for short-term motel stays as needed for families in immediate housing crisis.
 - b) Provide referrals and information to families for housing search.
 - c) Assist families to identify rental units within guidelines for size and cost.
 - d) Negotiate lease and all related activities with the landlord.
 - e) Complete Habitability Standards inspection of unit.
 - f) Present lease to Sr. Leadership for review and signature.
 - g) Complete the Utility Service Request form and deliver to Finance Staff.
 - h) Prepare financial documents including check requests for move in. Include a copy of the lease and the W-9 from the landlord with the check request along with the Rental Verification Form.
 - i) Create the Temporary Occupancy Agreement for the adult participants, which is to include a copy of the lease signed by Primavera and the landlord. Review all the components of the Temporary Occupancy Agreement and highlight sections of the lease they must comply with.
 - j) Purchase and ensure delivery of furniture as necessary depending on the needs of the family.
 - k) Provide resources such as laundry funds, household supplies, and food cards at move in as needed.
 - l) Complete periodic home visits to ensure a safe living environment for each family.
 - m) Maintain tracking information and statistical data as required internally and by grant funding sources.
 - Serve as liaison with the Diaper Bank of Southern Arizona, maintaining compliance with their guidelines and coordinating delivery of diapers and related supplies to Primavera programs.
 - Sort, store and distribute donations received for Family Pathways families.
 - Train and supervise volunteers, requesting volunteers as needed.
 - Implement public health and safety guidelines related to COVID-19 in all practices.
 - Attend training and meetings as required, including but not limited to those for shelter staff, resource specialists, and Primavera All Staff meetings.
 - Adhere to and demonstrate Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
 - Other duties as assigned by leadership.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Ability to interact one-on-one with people with sometimes challenging issues.
- Extensive knowledge of community services for low income families experiencing homelessness, including but not limited to housing issues and options, mainstream benefits, and employment programs.

- Ability to work effectively and communicate positively and professionally with diverse people including participants, volunteers, staff, local agencies and organizations.
- Ability to maintain professional relationships and boundaries.
- Ability to organize tasks and utilize time efficiently.
- Ability to assess and evaluate situations and respond in a professional and safe manner.
- Ability to attend meetings and appointments at other locations in the community.

MINIMUM QUALIFICATIONS

- Bachelor's degree in social service or related field
- Minimum of one year of case management experience working with families and minor children, preferably providing case management or other direct services
- Proficiency with basic computer systems and software, including database programs
- First Aid/CPR certification or ability to obtain
- Fingerprint clearance, or ability to obtain
- Must have reliable transportation, a current valid driver's license and registration, proof of insurance coverage, and a clean driving record
- Ability to meet the above knowledge, skills, and abilities

Please note: A combination of education and experience may be accepted in lieu of degree.

PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish.
- At least two years of experience working with families with minor children, preferably providing case management or other direct services
- At least one year experience providing direct behavioral health services and/or services with people who have experienced trauma

PHYSICAL ENVIRONMENT/CONDITIONS

- Mixture of office and field work
- Ability to lift up to 25 lbs

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please send cover letter and resume to jobs@primavera.org.