



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

Diversion Specialist

Employment/FLSA Status: Full-Time/Non-Exempt

Wage: \$16.00/hour

Position Description:

We are currently seeking an experienced professional to fill the position of Diversion Specialist to work with at-risk adults and families to avert homelessness. Through a respectful, constructive and energetic style guided by the objectives of the organization, the Diversion Specialist plays an integral role in ensuring that people experiencing homelessness move quickly to permanent housing using a “Housing First” system for ending homelessness. The Diversion Specialist works in a team setting with Service Advocates on assessments, coordinated entry, housing plans, and service links. The position will provide services in an emergency shelter environment.

Duties and Responsibilities:

The Diversion Specialist has the primary purpose of being the first point of contact for people who are homeless or imminently homeless. The position is responsible for assessing the status of people who are literally or imminently homeless and determining the most effective approach to staying housed or the most expedient path to permanent housing placement. The incumbent will be part of team who implements a coordinated entry process for the homeless and provides clients assistance in securing permanent housing and main stream assistance including SNAP, Social Security and Vocational Rehabilitation. The Diversion Specialist will be responsible for maintaining accurate and up-to-date progress notes and entering data into required database systems.

Qualifications:

Bachelor’s degree in Human Service field and two years of case management or related experience with disabled or otherwise disadvantaged populations. However, candidates without a degree but appropriate work experience may be considered. Other combinations of education and experience will be evaluated on an individual basis.

Applicants should have extensive knowledge and understanding of the barriers faced by homeless people and the ability to communicate effectively about sensitive personal issues. The Diversion Specialist should have knowledge of evidence-based approaches in the field of interviewing and housing stabilization and must possess the ability to write clear and accurate case notes. In addition, the successful candidate will have knowledge of community programs and services, and the associated referral processes.

How to Apply: Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to jpaul@hrc12.org.

This Position is Open Until Filled

Action Inc. Is an Equal Opportunity Employer

Women, minorities, veterans and individuals with disabilities are encouraged to apply.