

ASSESSOR ROLE

Responsibilities:

- Conduct common prevention, diversion, and intake procedures.
- For those who want help beyond prevention, diversion and short-term shelter, conduct Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments.
- Enter intake and assessment data into Minnesota Homeless Management Information System (HMIS) and keep records up-to-date when informed of changes by client.
- Facilitates appropriate linkage to prevention, diversion, emergency shelter and/or transitional or permanent housing as needed.
 - Makes referrals to community resources
 - Work effectively with referral agency staff to insure acceptance and admittance to programs.
- Stay familiar with all program eligibility.

Skills:

Needed:

- Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments training completed within first six months of employment.
- Basic knowledge of regional homelessness-related resources including: emergency shelter, transitional housing, rapid-rehousing, permanent supportive housing, food support, educational support, employment assistance, health care, and transportation assistance.
- Basic knowledge and experience with making service referrals.
- For those who will enter data into HMIS, an HMIS User's License is required.
- Additional HMIS Training related to Coordinated Entry.
- See "Assessor Training Documents" for further details.

Preferred:

- Coursework in counseling, social work, psychology or other related field.
- Experience working with persons who have been homeless.
- Training and experience in Harm Reduction, Person-Centered Care, Crisis Intervention, and Motivational Interviewing.