



Position: DV Coordinated Entry Assessor

Supervisor: DV Coordinated Entry Manager

Position Description:

This professional is responsible for providing information and advocacy regarding housing concerns for clients affected by intimate partner violence. The Coordinated Entry Assessor is responsible for assessing clients' eligibility and determining their housing and service needs.

Core Values of Staff

Our work is grounded in our values, which embody the hope that we have for breaking the cycle of intimate partner violence in our society. We live these values in our daily work and foster these values in the community partnerships that are essential to the success of those we serve.

- Safety
 - We ensure the protection and confidentiality of clients, staff, and volunteers.
- Respect
 - We are accountable, engage in clear communication, collaborate, and embrace differences in our work and in our interactions.
- Equality
 - We offer each client the opportunity to reach their defined goals by receiving individualized, person-centered services.

Roles and Responsibilities:

1. Represents PADV in a professional manner at all times.
2. Maintain a caseload of 25 to 30 families.
3. Provide VI-SPDAT assessments to clients who identify as fleeing domestic violence
4. Attend regularly schedule meetings and trainings for PADV and the Atlanta CoC coordinated entry.
5. Connects with all Atlanta based homeless shelters seeking to connect with DV survivors and assess for Coordinated Entry.
6. Maintains familiarity of community resources in Metro-Atlanta area.
7. Assists client in obtaining all necessary housing documentation to be document ready
8. Reviews program applications and interviews potential clients for Supportive Housing program.
9. Maintains accurate and updated client records and statistical data in client files and ClientTrack. Documentation should be reflective of the needs of our funders and the expectations of PADV
10. Provides needs assessments and safety planning.
11. Maintains knowledge of current policies, laws, and developments in the field of intimate partner violence, supportive housing, and homelessness.
12. Fosters and maintains excellent, professional working relations with staff and volunteers, and functions as part of a team.
13. Completes required annual staff domestic violence training hours.
14. Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required (degree in social work or counseling preferred)
- Experience in domestic violence and its impact on victims.
- Excellent organizational skills.
- Ability to work well under pressure and meet deadlines.
- Case management experience preferred.
- Ability to communicate on an advanced level, both orally and written.
- Computer and software application skills.
- Familiarity with community resources.
- Experience in interagency networking and collaboration.
- Ability to work independently with minimal supervision.
- Able to work flexible hours including evenings and weekends.
- Valid state issued driver's license and clean driving record.
- Experience in trauma-informed care services.