



Affordable Housing  
**Street Outreach Specialist – Winnebago County**

Neenah Office / Appleton Area  
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

**Responsibilities Include:**

- Provide targeted street outreach to communities within the Fox Cities coalition service area to identify unsheltered homeless persons living on the streets or other places not meant for human habitation (such as storage facilities, parks, cars, etc) and those at risk of homelessness
- Establish rapport and reduce harm by providing critical life saving resources such as food, water, clothing, blankets, and other necessities
- Assess the needs of clients who are homeless or at risk of homelessness by administering the VI-SPDAT assessment, intake and referrals
- Track all street interactions, services and entry/exit into the Motel Voucher Program, with the Homeless Management Information System (HMIS)
- Manage the City of Appleton (COA) Motel Voucher Program, including case management with households, communication with all stakeholders. Work as a team with the other Street Outreach providers including several COA Departments to ensure collaboration and that the highest quality services are being provided
- Maintain and update regularly information about local and regional homeless assistance programs, housing resources, and community-based mainstream resources and provide referrals to these resources.

**Job Requirements:**

- Possess an understanding of homelessness and poverty
- Willingness to work a variety of hours, including nights and weekends
- Bachelor's Degree in Human Services or related field, or Associates Degree and a minimum of two years of experience working with people in poverty, or any equivalent combination of education and experience. Preference will be considered for those with lived experience
- Must be knowledgeable about concerning service delivery system, human services agencies, and other resources available to the homeless
- Possess good written and oral communication skills
- Computer skills sufficient for data gathering, documentation and reporting
- Valid Wisconsin Drivers License, access to an automobile; must have liability insurance in force for the vehicle used for program business
- Knowledge of federal, state and local fair housing laws

Wage range low to mid \$40,000, overtime available. Full time benefits offered include: health, dental, life, short term disability, vision, vacation, sick and holiday pay, and Retirement/401k option

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email [hr@advocap.org](mailto:hr@advocap.org)

Responses received by 4/30/21 will receive preference; we will continue to receive responses until position is filled.

<http://www.advocap.org/>

AA/EOE