



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Homeless Intake and Diversion Specialist

Position Type: Part-time, hourly, non-exempt

Hours: 29 hours/week

Location: Menominee, MI

Pay Range: \$17.00 - \$20.00/hour

Benefits: Benefits include paid time off, 403(b) retirement plan and access to our Employee Assistance Program.

Job Summary: The Homeless Intake and Diversion Specialist is responsible for providing intake, diversion and prevention services to individuals and families who are experiencing homelessness.

Qualifications:

1. Associate degree in human services or related field; bachelor's degree preferred
2. Training and/or experience in community development and social services preferred
3. Working knowledge of computers, including Microsoft Office
4. Strong communication, analytical and problem-solving skills

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



Job Title: Homeless Intake and Diversion Specialist

Program: Homeless Services

Location: Menominee

Classification: Non-exempt, hourly

Revised: 9/2025

Reports To: Homeless Services Program Director

Supervises: None

POSITION OVERVIEW

The Homeless Intake and Diversion Specialist is responsible for providing intake, diversion and prevention services to individuals and families who are experiencing homelessness.

EDUCATION & EXPERIENCE

- Associate degree in human services or related field; bachelor's degree preferred
- Training and/or experience in community development and social services preferred
- Equivalent combination of education and experience will be considered

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills
- Ability to travel within the Agency's three-county service area
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Respond to homeless services inquiry calls
- Ask pre-screening questions and practice diversion efforts
- Meet with clients in person at the shelter or in the community as needed for intake
- Create and/or update call and household records in HMIS (Homeless Management Information System) and other databases
- For households who are eligible for services:
 - Complete a VI-SPDAT (assessment for acuity) and enter directly into HMIS
 - Provide referrals for emergency services (outreach, shelters, etc.)
 - Maintain working knowledge of the street outreach and RRH (Rapid Re-Housing) programs
- Comply with CoC (Continuum of Care) coordinated entry system policies and procedures
- Provide essential services to clients experiencing literal homelessness
- Assist households with obtaining vital documents needed to access housing and support services (this includes the replacement of birth certificates and social security cards)
- Cultivate strong relationships with other agencies, coalitions and local community groups to better assist clients with access to resources, support services and housing opportunities
- Participate in available training for diversion efforts
- Attend meetings and trainings as required by the Homeless Services Program Director
- Maintain client confidentiality
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Agency and its funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to exert up to 10 pounds of force occasionally
- Occasional travel and possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.