



HANDS ACROSS LONG ISLAND, INC. (HALI)

Job title: **Part Time (PT) Outreach Specialist** (Non-Exempt/Hourly)

*If interested, please send resume and cover letter to [halihl@compasswfs.com](mailto:halihl@compasswfs.com)*

The **PT Outreach Specialist** part of Hands Across Long Island, Inc.'s (HALI's) homeless outreach services team. HALI provides an alternative peer-run approach for people who have experienced significant mental health or cooccurring life challenges. This position provides assistance at HALI's Central Islip location to guests without stable housing. This person will work with other HALI staff members to engage with the community and refer people to services as needed.

### **RESPONSIBILITIES**

#### **Coffee House/Soup Kitchen:**

- Work with kitchen staff to plan, purchase, cook, and serve weekly community meal
- Provide guests with information regarding services, benefits, and entitlements to guests
- Plan entertainment and guest speakers

#### **Clothing Closet:**

- Outreach for donations and organize closet
- Oversee clothing distribution during open hours
- Distribute clothing to community homeless shelters

#### **Food Pantry and Care Package Delivery:**

- Oversee food pantry during open hours, keeping it organized and maintaining stock
- Schedule volunteers working in the pantry

### **ATTRIBUTES/SKILLS/ABILITIES**

#### **Required:**

- Ability to support people without stable housing with respect and empathy
- Knowledge of and familiarity with community services available
- Strong verbal and written communication skills
- Strong engagement and interpersonal skills
- Excellent organizational and time management skills
- Ability to get along well with people and work as a team
- Some familiarity with Microsoft Office and web-based technologies
- Ability to work flexible hours

#### **Preferred:**

- Working toward certification as NYS Certified Peer Specialist (CPS) or Certified Recovery Peer Advocate (CRPA)
- Self-identification as current/former user of mental health, co-occurring, or homeless services

**HOURS:** Part time, 19 hours/week – schedule to be determined

**EMPLOYMENT CONDITIONS:** Valid/clean driver's license, background check

**BENEFITS INCLUDE:** Paid time off, holidays