

## Homeless Services Coordinator Tompkins County

**Department:** County Administration

**Classification:** Competitive

**Labor Grade:** Confidential 64

**Approved:** 11/2022 by RP

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Social Work, Human Services, Law, Public Policy or related field and two years of direct client service experience working with poverty and homelessness programs; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college or university with a Associates degree or possession of at least 60 college credit hours in Social Work, Human Services Public Policy or related field **AND** four (4) years of direct client service experience working with poverty and homelessness programs

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**SPECIAL REQUIREMENT:** The successful candidate will possess a valid NYS Driver's license at the time of appointment and maintain such license throughout the life of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for advancing the County's efforts to end unsheltered homelessness by uniting and leading County departments to identify a comprehensive strategy and implement major initiatives to reduce homelessness. This position is responsible for collaborating with a variety of entities, including public, private, non-profit, social services, criminal justice, faith-based, healthcare, unhoused individuals, veterans' services, as well as community volunteers in order to help end homelessness in our community.

The position will coordinate, track, and build upon outcomes to reduce homelessness in Tompkins County. The work is performed under the general direction of the County Administrator.

There is considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. An employee in this class may be required to serve as a lead worker or supervise entry level clerical, intern and/or volunteer personnel as assigned. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Facilitate homeless response coordination across County departments and programs. Develop and recommend county-level policies that support community-wide strategies and initiatives to end homelessness.

Develop, coordinate and assess County operated and contracted programs that address homelessness or mitigate its impacts.

Collaborate with the unhoused community, the Continuum of Care (CoC) community partners, constituents, local businesses, social services, law enforcement, mental health, and other agencies.

Report to the Tompkins County Legislature on a quarterly basis. highlighting key accomplishments and recommending modifications as needed based on department feedback

Prepare recommendations to the Tompkins County Legislature on the County's role in reducing homelessness throughout our county including county-wide and departmental action plans with related costs

Conduct a County wide cost analysis of existing services and resources utilized by unhoused constituents.

Determine the quality, quantity, cost and availability of rental housing within the County that is affordable to very low income (Less than 30% AMI) people.

Participate in the development of County policy and budget guidelines for encampment response activities.

Contribute to data analysis and collection within existing Homeless Management Information System (HMIS) standards and support the (CoC) in meeting established benchmarks. Maintain HMIS licensure and be proficient in creating reports and performing queries in HMIS.

Establish, maintain, and enhance cooperative relationships with County departments, the CoC, not-for--profits, local service providers, civic groups; philanthropic organizations; the business and the homeless community.

Provide oral and written reports on the County's homeless issues.

Conduct training and presentations on homeless resources or changes in existing resources.

Maintain a database of resource providers, services, information and activities; prepare informational material as needed.

Regularly participate in CoC and other community based committees and task forces to represent Tompkins County.

Research and develop grant proposals; seek out other funding sources for homeless programs, and perform related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of the principles and practices of public administration and the structure and functions of municipal government.

Knowledge of the guidelines for grant application, preparation, and funding processes.

Ability to coordinate and manage complex projects

Ability to bring different perspectives/opinions together toward common goals

Ability to coordinate directly and lead proactively.

Ability and willingness to interact with homeless individuals.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees, departments, legislative leaders, law enforcement officials and community members;

Ability to communicate effectively, orally and in writing.

Ability to adhere to safety policies, procedures and guidelines.

The employee's physical and mental condition shall be commensurate with the demands of this position;

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