



<b>Job Title</b>	<b>Homelessness Prevention and Response Coordinator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>15642</b>

**Class Specification – Homelessness Prevention and Response Coordinator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to coordinate responses to issues or needs that arise from people experiencing homelessness and to serve as the City’s liaison between internal and external stakeholders, including other City departments and divisions, the Pikes Peak Continuum of Care, related El Paso County Departments and divisions, non-profit service providers, philanthropic institutions, and other community groups. This position will report to the Housing and Urban Development Program Administrator in the Community Development Division and will have primary responsibility for cost-effective use of the City’s HUD grant funds related to homelessness. Supervision may be exercised over a small number of professional and clerical staff.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Coordinates the City’s contributions to the regional effort to prevent homelessness and coordinates City responses to issues or needs that arise from people experiencing homelessness. Evaluates best practices, identifies and assesses operational improvement opportunities at different departments or agencies, provides grant administration, attends program, organizational, and outside community meetings, represents and acts as a liaison to community organizations and service providers.
10%	Makes recommendations to the HUD Program Administrator for the use of HUD grant funds available to address homelessness and ensures compliance with grant regulations, including oversight and monitoring of sub-recipients. Interprets Local, State, and Federal policies and regulations, provides guidance and training, and compiles reporting.
20%	Prepares, updates, and maintains resource documents related to the City’s homelessness prevention and response efforts, including analysis of data from the Homeless Management Information System (HMIS).



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20%	Plans, coordinates, and evaluates the work of staff, as applicable. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.
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<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
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Education: Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, homeless response, community development, social sciences, or other specifically related field.

Experience: Five years of full-time professional with program experience with a large scale, complex program to include two years of lead or supervisory experience.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

**Supervision Received:**  
 Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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**Physical Demands:**  
 Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Phones, fax, scanner, copier, personal computers and other standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office Suite.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: March 2017