

[Close this window](#)



# Homeless Program Coordinator

Class Code:  
2011

ORANGE COUNTY GOVERNMENT  
Revision Date: Sep 14, 2012

**SALARY RANGE**

\$48,709.00 - \$79,813.00 Annually

**DESCRIPTION:**

Under general supervision, performs administrative and professional work in providing staff support and leading an effort to develop a comprehensive approach to end homelessness in the County. Work involves working closely with the Partnership to End Homelessness.

**EXAMPLES OF DUTIES:**

**ESSENTIAL JOB FUNCTIONS**

Develops an overall approach for implementation of the Orange County Ten Year Plan to End Chronic Homelessness.

Identifies strategic priorities to be undertaken each year by convening the natural partners associated with each outcome of the plan.

Completes an assessment of potential financial resources including both public and private resources for the ten-year plan.

Develops a comprehensive understanding of Housing First; build the necessary infrastructure to create units targeting the chronically homelessness.

Facilitates the regular bimonthly meetings and the annual preparation of the Continuum of Care's HUD application and applying for other potential grants that would generate revenue for the plan.

Provides staff support to the Partnership to End Homelessness Executive Team and Work Group to include notice of meetings, agenda planning, and recording meeting minutes.

Designs and executes an operational and capital budge necessary to achieve annual priorities.

Creates the capacity and/or incentives for housing developers to rehabilitate and build housing for the targeted population.

Works with natural partners to build an assertive street outreach component designed to engage the chronically homes and enroll them into services and housing.

Increases participation in the Homeless Management Information System in order to provide accurate and timely data about the homeless population and success of the ten-year plan.

Coordinates communication among partners with the media and for the general public utilizing various forms including website, press releases, newspaper articles, reports, etc.

Conducts annual evaluation of the program; makes recommendations to the Partnership.

Implements a public education campaign to increase understanding of and participation in the program throughout Orange County.

Receives and/or reviews various records and reports such as HUD Notice of Funding Availability, National Alliance to End Homelessness reports, correspondence from Executive Team and Work Group, electronic mail from colleagues, and news and other media.

Prepares and/or processes various records and reports such as annual report, strategic work plan, PEH Executive Team meeting minutes, reports and presentations, and electronic mail.

Refers to Federal Notices fro applications/funding, Federal technical assistance presentations, related websites, reports, newsletters, policy papers, advocacy papers, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of office equipment such as copier, telephone, fax machine, desktop computer, printer, etc.

Uses a variety of tools such as stapler, standard office tools, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, Contribute, etc.

Interacts and communicates with various groups and individuals such as Director, Partnership to End Homelessness Executive Team and Work Group, Continuum of Care, Project Homelessness Connect Steering Committee, United Way Regional Ten Year Plan Coordinators, and the general public.

#### **ADDITIONAL JOB FUNCTIONS**

Attends departmental staff meetings.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other related work as required.

#### **TYPICAL QUALIFICATIONS:**

Requires any combination of education and experience equivalent to a Master's degree in planning, urban studies, public administration, or related field and three to five years of experience in rural and urban planning at the local government level. Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.