

## **HOUSING AND ASSISTANCE COORDINATOR**

### **DEFINITION**

Under general supervision, performs responsible administrative, budgetary, statistical, public information and community liaison work for the implementation and operation of a multi-service program for homeless persons; makes recommendations for action and assists in policy and procedure development and implementation; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification will work to seek funding, develop resources and direct the implementation of a multi-service program and coordination of services for homeless individuals and families in Humboldt County.

### **EXAMPLES OF DUTIES** (Illustrative only)

- Prepares funding requests for acquisition and operation of a facility, activities and programs to assist homeless and near homeless individuals and families.
- Prioritizes goals for funding and prepares funding requests for programs targeted to assist the homeless.
- Identify agencies and public entities that can provide resources and matching funds for grants.
- Plans, develops and implements a community education program to facilitate awareness of the needs of the homeless population and programs to assist them.
- Participate in the Housing Trust Fund and Homelessness Solutions Committee.
- Collects, maintains and analyzes data; prepares a variety of reports and written correspondence.
- Serves as liaison with the community and other agencies; makes presentations to groups and represents the County at meetings.
- Coordinates with service providers to develop appropriate services for the center.
- Plans and implements a comprehensive strategy for the delivery of services to the homeless including a successful approach to assist the community, public and private groups to understand the benefits of the programs.
- Coordinates efforts of the County of Humboldt with state and federal agencies.
- Evaluates services delivered and makes recommendations for changes as needed.
- Researches sources of funding for programs related to homelessness; maintains current knowledge of legislation which affects the homeless population and homeless programs.

### **QUALIFICATIONS**

Knowledge of:

- Principles and practices related to grant writing, State and Federal resources, resource and service coordination, needs assessment, program planning, budgeting methods, survey research and citizen participation.
- Current legislation and the legislative process at both the State and federal level, particularly pertaining to homeless issues and funding.
- Business computer applications.
- Principles and practices of recordkeeping, data collection and statistical analysis.
- Methods of community organizing.
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**Skill in:**

- Researching needs and developing service delivery concept for targeted services.
- Preparing funding applications, budgets and other reports in a clear concise manner.
- Interpreting and applying laws, regulations, and procedures.
- Collecting, evaluating and interpreting varied information data in both narrative and statistical form.
- Establishing and maintaining effective working relationships with other agencies and community members.
- Prioritizing tasks and working with minimum supervision.
- Maintaining accurate records and files.
- Working with groups to develop cooperative working relationships.
- Representing the County in meetings with community groups, governmental agencies, boards and commissions, and the public.

**Requirements:**

Valid California driver's license

**Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is:

Some college level course work in business, public administration or a related field and five years documented responsible employment in a human service agency or closely related field and demonstrated experience in dealing with state agencies, federal agencies, and public and private groups.