

Job Title: Homeless Services Coordinator
Department: Community & Economic Development
Paygrade: S10

BAND	GRADE	SUBGRADE	FLSA STATUS
			Non-Exempt

NATURE OF WORK
The Program Coordinator for Homeless Services is responsible for providing coordination and support for the initiatives of the Allentown Commission on Homelessness. The overall purpose of the Homeless Commission is to (a) Educate the public and local government officials on issues regarding the homeless; (b) Develop and implement strategies and services to assist people experiencing homelessness; (c) Coordinate the services of local government, nonprofit and faith-based providers who currently serve people experiencing homelessness; and (d) reduce the number of people and families that experience homelessness so that homelessness in Allentown is rare, brief and non-reoccurring.

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY
1.	Assist in the development and execution of a Strategic Plan for the Allentown Homeless Commission, including identifying how the City and the Allentown Homeless Commission will measure progress and success in reducing the number of people experiencing homelessness.	As Required
2.	Work with local providers to support a Landlord Engagement Initiative to increase the number of landlords willing to rent to people experiencing homelessness.	As Required
3.	Work with local, State and Federal funding sources to expand rental assistance and housing voucher programs that help keep people in their homes who may be facing eviction.	As Required
4.	Work with the Allentown Homeless Commission, the City and County officials to expand affordable housing options, including utilizing Rapid Rehousing and Permanent Supportive Housing, as well as transitional housing options that meet the needs of people experiencing a short-term housing crisis.	As Required
5.	Work with the local Coordinated Entry system to develop and maintain a by-name list of people experiencing homelessness and support local provider's efforts to move those people into permanent housing.	As Required
6.	Attend regular meetings of the Lehigh Valley Regional Homelessness Advisory Board (LVRAHB) to ensure that our efforts are in conjunction with other regional homeless providers and the leadership of the Eastern PA Continuum of Care (CoC).	As Required
7.	Build relationships with providers, local hospitals, businesses and community organizations who are currently operating emergency shelters, warming stations, food pantries, soup kitchens etc. to help coordinate their efforts.	As Required
8.	Support the efforts of the Allentown School District to ensure that children whose families are experiencing or at-risk for homelessness receive service referrals and support.	As Required
9.	Serve as the Marketing and Communications lead for the Homeless Services community in Allentown, including interfacing with local media, government officials and local political leaders.	As Required

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10.	Monitor program data elements and complete regular reports documenting the program's activities, outcomes, and other relevant components in a timely manner.	As Required
11.	Other duties as required	As Required

SUPERVISION GIVEN/RECEIVED

Works under direct supervision of the Community Housing Manager and follows defined policies, procedures, and work methods to accomplish assigned duties.

No supervision responsibilities.

LICENSING REQUIREMENTS

- None.

DECISION MAKING

Incumbents exhibit defined decision-making skills determined by specific area of assignment. Duties and tasks are both routine and non-routine in nature and incumbents may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

TRAINING AND EXPERIENCE REQUIREMENTS

A Bachelor's Degree in education, social work, human services , and two (2) years' experience working in the social service sector; or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE REQUIREMENTS

- Possess sound judgment and knowledge of and experience in homeless services and the structure of Community Continuum of Care.
- Ability to organize and highly adept at managing multiple tasks and assignments.
- Demonstrate creative thinking and flexible in their approaches to people and projects.

SKILL REQUIREMENTS

- Understand and adhere to policies, practices, and procedures of the City of Allentown.
- Ability to develop and maintain effective working relationships with employees, city departments, officials, other agencies, and the general public.
- Ability to communicate ideas both in writing and orally.

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PHYSICAL REQUIREMENTS

<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

<p>While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p>

<p>The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
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CLASSIFICATION HISTORY

DATE	COMMENT
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March 18, 2021	Revisions Leonard Lightner
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March 11, 2021	Revisions Clarissa Werley
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NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.