



CLASS SPECIFICATION

Class Code: 60018925
Date Established: 05/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

HOMELESS SERVICES COORDINATOR

DEFINITION

Under general direction, is responsible for the operational management of the Nevada Cares Campus; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in social work, criminal justice, psychology, sociology, public administration, business administration, political science or a closely related field AND four years of full-time program or project management experience in a homeless services, human services, public health, or public sector field with at least two of those years acting in a supervisory capacity; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide oversight of all operational aspects of the campus to ensure the programming model is being correctly implemented.

Develop, implement, and evaluate the proper administration of campus programs, policy/procedures, and strategies; develop, monitor, and evaluate program related data to track the progress and outcomes of program deliverables.

Identify and utilize appropriate resources to implement an effective emergency shelter model to help reduce the unsheltered homeless population.

Identify needs for the sheltered and unsheltered homeless population; present findings and identify potential solutions.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Represent the program by participating on committees and community organizations; work with regional partners to provide services and programs to help individuals end their homelessness.

Ensure compliance with all applicable federal, state, and local regulations and requirements related to campus operations.

Develop and oversee program budget; ensure funding compliance as required by grants and contracts.

Negotiate contracts including inter-local agreements; oversee procurement functions for the campus and approve negotiated contracts for services.

Ensure contracted and County personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental and countywide policies and procedures, including personnel related polices.

Organizational structure of the Office of the County Manager and Washoe County as it relates to programs and activities of assigned area(s).

Washoe County budgeting and expenditure policies and procedures.

Computer software specific to the department/division.

Ability to:

Select, develop, and evaluate the performance of assigned staff.

Participate in the development of short and long-term plans for the regional effort to end homelessness.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of homeless or human services programs.

Principles and practices of management including administration, supervision, project and program planning, implementation, policy development, analysis, and evaluation.

Budget development and management.

Contract negotiation and administration.

Ability to:

Evaluate operational processes or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Plan, assign, and supervise the work of others

Effectively develop partnerships with internal and external stakeholders.

Interpret applicable federal, state, and local regulations and requirements pertaining to campus operations.

Interact effectively with individuals experiencing homelessness in stressful situations and maintain client rapport on an individual basis in person and over the phone.

Research, compile, analyze, and interpret data and information; write administrative summaries, reports, and other documents.

Communicate effectively both orally and in writing, with people of diverse backgrounds

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use modern office equipment including computers, copiers, printers, telephone, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.