



Title: Sebastopol Homeless Outreach Coordinator

Reports To: Director of Housing and Homeless Services

FLSA Status: Non-exempt

Classification: Full Time, Regular

Wage: \$25.00 per hour

Summary

Under the general direction of the Director of Housing and Homeless Services, coordinate citywide outreach efforts, providing hands-on services to individuals without homes in Greater Sebastopol. Effectively partner with other agencies as necessary.

Essential Functions

- Possess/gain extensive knowledge of the homeless service system in Sonoma County to integrate local efforts into the countywide system
- Refer individuals without homes to Coordinated Entry as appropriate
- Represent WCCS at homeless services related and other relevant meetings
- Assume a leadership role in the coordination of Greater Sebastopol homeless services
- Partner with local agencies to promote a more integrated approach in obtaining housing for the homeless
- Develop relationships with clients for the purpose of successfully connecting them to available services

Duties and Responsibilities

- Connect and guide individuals without homes to housing options
- Introduce homeless individuals to supportive services such as SDI, housing vouchers, employment, IDs, etc.
- Develop a citywide services matrix to inform both housed and unhoused communities of the availability of services
- Increase citywide awareness and understanding of rules/laws around homelessness

- Develop volunteer/civic engagement opportunities around homelessness
- Support Safe Parking efforts
- Maintain client confidentiality
- Perform all other relevant duties as assigned by the Director

Knowledge, Skills, & Abilities:

- Excellent Customer Service skills
- Excellent oral and written communication skills
- Prior experience providing outreach services preferred
- Adept at coordinating multiple services
- Responsible and energetic
- Proficient at records maintenance
- Strong computer skills

Minimum requirements

- High school diploma or equivalent is required
- Satisfactorily pass background check and DOJ fingerprint clearance
- Valid Driver's License and automobile insurance
- Acceptable DMV record

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Americans with Disabilities Act

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers, as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.

Physical Requirements:

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 an individual with disabilities to perform the essential functions of this position.

Move, traverse - consistently moves about even and uneven ground at encampments and beyond to communicate and interact with clients and others

Communicate, exchange Information - must successfully partner with WCCS management and staff via phone, text, or email

Detect, identify - frequently reviews and researches program related topics via websites and social media

Strength - will occasionally move and/or rearrange items, up to 30 pounds

Stationary position - must be able to remain in a stationary position up to 25% of the time

Operate, draft/write, compile - consistently uses a computer and cell phone to communicate and submit, prepare and review reports

West County Community Services is an equal opportunity employer. Our agency values Diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS status, veteran status, or any other legally protected status.