Position: Street Outreach Coordinator

FLSA Status: Exempt

Job Status: Full Time

Reports To: Coordinated Entry Operations Manager

Supervises: None

The Street Outreach Coordinator position will focus on the needs of the unsheltered population who are experiencing homelessness within our community and how those who serve this population can be better supported to collectively end unsheltered homelessness.

The coordinator will be required to engage with all Continuum of Care’s (CoC) street outreach teams by attending and participating in a weekly outreach team meeting. Additionally, the coordinator may be required to accompany outreach teams in the field to learn from, connect with, and train outreach workers on Coordinated Entry and outreach best practices.

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* + Daily management and updates of the unsheltered cohort list and chronic homeless cohort list in the HMIS Warehouse.
  + Lead and facilitate a monthly Outreach Leader Committee.
  + Engage in and provide support for weekly outreach team meetings.
  + Know every outreach team in the CoC and how they function.
  + Understand and Research outreach best practices has they relate to Coordinated Entry.
  + Lead discussions and trainings on outreach best practices for the CoC.
  + Collaborate closely with the TCHC Operations team and the larger TCHC organization
  + Advocate for unsheltered populations and those that serve them.
  + Attend all required trainings to fully utilize the Coordinated Entry System accurately
  + Provide regular feed-back to management regarding projects and tasks.
  + Participate in all case conferences lead by the TCHC operations team.
  + Participate in Coordinated Entry implementation meetings as needed.
  + Complete other duties as assigned by supervisor.

**Functional Experience**

* + Desire and commitment to prevent and end homelessness
  + Strong communication skills
  + Previous outreach experience required
  + Manage competing priorities
  + Basic knowledge of Microsoft Office required
  + Basic computer skills
  + Learn and utilize ETO software (ETO and CAS) within the first 90 days of employment
  + Learn and understand Coordinated Entry within the CoC and how outreach plays a role within the first 90 days of employment.

**Work Behaviors**

* + Represent the CoC in a professional manner at all times
  + Maintain confidentiality of clients served
  + Maintain high ethical standards
  + Commitment to empowering others
  + Conviction about the capacity of people to grow and change
  + Establish a respectful relationship with CoC and community partners
  + Work collaboratively with other colleagues and/or service providers or professionals
  + Work independently
  + Maintain professional boundaries

**Educational Experience**

Bachelor’s Degree in human services field required; degree requirement may be waived in lieu of case management/street outreach experience in homeless services.

**Work Environment**

Office and outdoor setting. Time spent outside walking with outreach teams in the heat/cold maybe required. Walking/standing/lifting may be required.

**Statement on Diversity**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.