Date: 09/27/2021

Position: YHDP Manager

FLSA Status: Non-Exempt

Job Status: Full Time

Reports To: Director of Planning

Supervises: None

The YHDP Manager is responsible for leading the development of a community plan to end youth homelessness, implement a competition for projects to help end youth homelessness, and provide monitoring and technical assistance for partner agencies in ending youth homelessness for TX-601.

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| This position works independently with a high level of autonomy to lead complex projects including, but not limited to, the continued planning and implementation of the HUD-funded Youth Homelessness Demonstration Program (YHDP) to accelerate efforts to end youth and young adult homelessness and administering the annual youth Point In Time Count. Successful applicants for this position will possess strong planning skills, project management skills, meeting facilitation skills with consumers and providers, and will hold subject matter expertise and knowledge that will support the continued development of a plan for ending youth and young adult homelessness for the YHDP as well as leading implementation and the oversight and accountability structure for the YHDP plan once finalized. |

TX-601 has a plan to reach functional zero for all people experiencing homelessness, and the YHDP Manager will also provide support in the system’s overall strategic plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Manage a complex inter-jurisdictional and inter-agency project developing the plan to prevent and end youth and young adult homelessness using a solutions approach in alignment with the TX-601 Strategic Plan
* Work collaboratively across TCHC departments to achieve goals together
* Cultivate and foster strong relationships with key stakeholders including young adults experiencing homelessness, funders, providers, and other community partners and elicit ideas and information needed to improve outcomes in the homeless crisis response system, with special emphasis on addressing the needs of youth and young adults
* Provide and coordinate technical assistance to funders and providers to support new system interventions/pilot projects that support the implementation of the TX-601 Strategic Plan as well as the Youth and Young Adult Homelessness Plan, including shifts in policies, programs, and staffing to support a housing first approach
* Collaborate with mainstream systems to identify additional joint investment opportunities and partnerships that leverage non-homeless system resources that will assist people experiencing homelessness in achieving housing stability
* Coordinate with TCHC staff in the development of dashboards and communication mechanisms to share with relevant stakeholders. Coordinate with other public and private funders and the TX-601 team to use data to drive decisions.
* Represent TCHC and serve as liaison to funders and other key stakeholders with relation to the TX-601 Strategic Plan
* Other duties as assigned

**EDUCATIONAL EXPERIENCE**

* Bachelor’s Degree in a social services field. Master’s Degree preferred. Three years of relevant work experience in planning and project management minimum required.
* One year of related work experience in planning and project management can be substituted for each year of higher education.

**COMPETENCIES**

* Ability to learn quickly and implement knowledge quickly.
* Experience leading inclusive planning processes that bring together constituencies representing diverse interests, and successfully result in concrete products.
* Understanding and experience with emerging best practices related to youth and young adult homelessness, at a system, cross-system, and programmatic level.
* Willingness and ability to work with diverse communities including people from a variety of racial, cultural, and economic backgrounds.
* Familiarity with concepts of continuous improvement, improvement science, or Lean.
* Familiarity with project management approaches, tools and phases of the project lifecycle.
* Experience facilitating meetings of both professionals and consumers. Experience and competency in meeting the needs of consumers experiencing homelessness.
* Demonstrated communication skills, professional level writing and presentation skills.
* Demonstrated skill and experience in exercising good judgment in interactions with other funders, jurisdictions, providers and partners; especially the ability to maintain professional, cooperative and courteous relationships even in difficult situations.
* Strong analytic and decision making abilities.
* Demonstrated ability to work as a team member both internally and externally with other jurisdictions and service providers.
* Commitment to making system-level improvements in the homelessness assistance system based on emerging best practices.
* Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
* Valid Driver's License or the ability to travel throughout the County in a timely manner.

**WORK ENVIRONMENT**

Transient or non-traditional work settings may include traveling, working from home, conducting on-location meetings, occasional office setting, or any combination.

Occasional after-hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must 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.

**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.

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| 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. |