



JOB ANNOUNCEMENT – PLEASE POST

Homeless Services Outreach Coordinator – Douglas County	
Case Management	Closing Date: Open until filled
Budgeted Hours: 40 hrs/wk	Salary: \$13.77 - \$18.37 Plus generous benefit package

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

BACKGROUND CHECK: Must be able to pass a background check ran by Oregon Department of Human Services.

THE POSITION: Provide information, referrals and perform outreach supporting community efforts to address homeless individual’s needs and safety. provide support for achieving department goals in community outreach to homeless persons, providers of services, community stakeholders; Provide process and project coordination focused on serving the homeless community; conduct outreach independently and in conjunction with community partners to address homeless persons needs for, community resources; follow-up with clients which provides a supportive network to increase safety and independent living. **Essential Functions of the Job:** 1. Identify, create and coordinate resources aimed at alleviating crisis services for the homeless. Interview homeless clients when appropriate to triage for existing services. Assess community resources, coordinate and connect providers as able to increased efficient utilization of community resources. 2. Coordinate community activities of outreach and resource coordination on behalf of the homeless to secure stable. Facilitate, record and prepare activities, projects, stakeholder meetings. 3. Establish and maintain rapport with community partners and vendors. 4. Establish and maintain necessary files, program records and statistics. Track use of support services funds. Assist with program reports as needed. Process all paperwork correctly and in a timely manner. Assist with community project coordination as directed. 5. Identify and remain up-to-date on the needs of the homeless and those at risk of becoming homeless. Survey, collect information, perform data entry relevant to homeless services. 6 Attend and present program up-dates at stakeholder events and/meetings, communicate goals, targets and create presentation materials for further community engagement. Be involved as a team member in planning and activities. 7. Within UCAN, department and community served, individual will provide support to other staff and volunteer team members; effectively and efficiently utilize UCAN resources to achieve excellence in customer service and pursue duties as directed.

NOTE: Weekend and occasional night work will be expected on occasion. Regular and consistent attendance is required. Travel is required to support UCAN Case Management program in Douglas and Josephine Counties.

MINIMUM QUALIFICATIONS: Associate’s degree in human services or business with some experience in human services or housing programs OR a satisfactory equivalent combination of education, experience and training. At time of appointment, must possess a valid Oregon driver's license.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of community resources; considerable knowledge of and experience in empowering individuals, understanding of low income/homeless people and the causes of poverty and homelessness.

Skill in: Working with people in crisis; organizational skills; budget development, fiscal reporting, good record keeping skills. **Ability to:** Communicate effectively in both oral and written forms; maintain confidentiality; work effectively with low income people and understand their needs; estimate and manage time efficiently; prepare and maintain moderately complex fiscal and/or statistical records and reports; multitask and adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; work as part of a team; interpret policy and procedures to employees and the public; make decisions independently in accordance with established policies and use initiative and judgment in carrying out tasks and responsibility; courteously meet and deal effectively with other employees, public agencies, community partners, program clients and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention.

SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Or Online: Application on website: www.ucancap.org
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER