



## HOMELESS OUTREACH COORDINATOR

Journey Home is a non-profit organization that leads the effort to end homelessness in the Capital region of Connecticut. Founded in 2007, we are proud to serve as the lead agency within the Greater Hartford and Central Coordinated Access Network. We are in need of a full-time Homeless Outreach Coordinator. Reporting to the Director of Strategy, the Outreach Coordinator will work with other Journey Home staff and CAN (Coordinated Access Network) partners to develop a coordinated homeless outreach system that will cover the entire geographic region.

### SUMMARY OF DUTIES/RESPONSIBILITIES:

- Facilitate regular meetings of all the region's outreach workers and other staff who work with unsheltered individuals. Oversee referral process and troubleshoot any challenges as needed.
- Establish new relationships with police departments, fire departments, ambulance services, first responders, and social service departments in all of the towns in the CAN's geographic region to improve the reporting of households they know to be unsheltered.
- Serve in the community at various meetings/forums as a representative of Central and GH CAN's and Statewide Committees.
- Develop new relationships and partnerships with organizations external to the CAN. Enhance partnerships with Hartford Business Improvement District and Transit agencies.
- Provide technical assistance as it relates to all homeless verification requirements.
- Train all new outreach workers in the region to orient them to the Coordinated Access Network processes.
- Assist with coordinating the annual Point in Time count by identifying areas to survey and identify team leads.
- Provide Journey Home's Director of Strategy with data/reports as necessary for funders related to program areas of expertise.
- Participate in assisting Journey Home leadership with writing relevant grants as requested.

### Knowledge, Skills, Abilities

- Bachelor's degree with at least one year of experience in a related field preferred.
- Strong leadership and facilitation skills.
- Proven record assisting homeless clients and/or clients with behavioral health disorders.
- Excellent organization skills; communication skills and attention to detail.
- Must be willing to work flexible hours including early morning, evening and weekend hours as required.
- Knowledge of federal and state funding housing programs preferred.
- Bilingual, English/Spanish preferred.
- Basic knowledge of Microsoft Office.
- Knowledge of CT HMIS preferred, but not required.
- Must have a valid CT Driver's license, reliable transportation, and adequate auto insurance as required by CT state law.

### Journey Home is an Equal Opportunity Employer

Journey Home provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran

status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Compensation & Benefits:**

This is a full-time, exempt position

Pay: Annual salary of \$43,000 - \$63,000 per year

Salary based on experience and qualifications, not salary history

Benefits: Medical, Vision, Dental and Short-term disability

Journey Home offers generous paid time off packages as part of our philosophy to ensure our employees' overall well-being

**To Apply:**

Send a cover letter, résumé with salary requirements and three references we may contact by July 30<sup>th</sup>.

**By mail:**

Journey Home, Inc.  
255 Main St. 2<sup>nd</sup> Floor  
Hartford, CT 06106

By email:        Tamika.riley@journeyhomect.org  
                      Subject: Outreach Coordinator