



ARAPAHOE COUNTY

JOB TITLE: Centennial Homeless Outreach Liaison

GRADE: **E03**

DEPARTMENT: Community Resources

DIVISION: HCDS

JOB CODE:

FLSA: **HR determines**

DATE: 6/30/2022

SUPERVISOR TITLE:

SUPERVISES: **0** direct reports

DUTY STATEMENT

**DO NOT
EDIT**

This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, the ability to work productively and professionally as a member of a team or work group and to interact appropriately with internal and external contacts, are basic requirements of all positions at Arapahoe County. Supports the County's strategic plan and goals.

GENERAL DESCRIPTION OF JOB:

The Centennial Homeless Outreach Liaison will provide support to individuals and families who are homeless or at imminent risk of homelessness. This position will serve as a liaison for the City of Centennial to coordinate and strengthen partnerships between local agencies and nonprofits. This position is expected to contact homeless individuals and families in the field to provide resources prior to their need to move an encampment. The Liaison will work with partners to implement an intentional, collaborative concentration of outreach and rehousing efforts to provide necessary supports and opportunities to people who are currently unsheltered.

DUTIES:

- Assist in development and recommendations for an annual workplan related to homeless services in Centennial
- Build strong relationships with City and County officials, departments and the homeless community, including government agencies, schools, labor organizations, non-profits, and businesses, regarding issues of homelessness; make recommendations for affordable housing.
- Assist Law Enforcement on the scene of homeless encampments and act as liaison between law enforcement and homeless individuals when appropriate.
- Provide leadership and serve as a subject matter expert on homeless matters, providing technical advice to other City departments and agencies. May serve on boards, commissions and committees, representing the City in various homelessness projects and initiatives.
- Conduct outreach activities with both businesses and residents/neighborhoods to alleviate concerns around homeless individuals and encampments.
- Actively seek and identify unsheltered individuals and families within the community and respond to community requests for street outreach intervention, potentially entering encampments.
- Connect residents and homeless individuals and families to services so they can gain and/or maintain stable housing.
- Make presentations to City Council and other business entities regarding homelessness; facilitate and represent the City at meetings with members of the business community and the general public.
- Research, analyze, interpret and prepare studies and reports on a variety of data related to homelessness; provide written analysis, evaluation and recommendations regarding homelessness programs and proposals.
- Research and prepare grant funding applications and proposals.
- Develop qualitative and quantitative measures to monitor and ensure program and project compliance.
- Focus efforts on public health, public safety, and housing solutions.
- Participate in planning processes to identify longer-term approaches for strengthening efforts to address unsheltered and family homelessness.

- Work in collaboration with the Arapahoe County Homeless Program Administrator and other County personnel to effectively meet the needs of the unhoused in the region.

REQUIREMENTS:

Skills, Abilities and Competencies:

- Thorough knowledge of and ability to work with the unhoused population and the challenges faced
- Thorough knowledge of the principles and practices of homeless service strategies, program administration and resources
- Ability to Plan, organize, and promote homelessness strategies, programs, and related activities
- Ability to Establish and maintain cooperative working relationships with City and county officials and private and public entities
- Communicate clearly, logically, and concisely, both orally and in writing
- Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently

Behavioral Competencies (these are required for all positions at ACG):

Accountability

Accessibility

Inclusivity

Integrity

Education and Experience:

- Associate's degree or equivalent in social work, psychology, social sciences, or a related field.
- At least 3 years of relevant experience in the design and delivery of programs to address homelessness.
- Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

Preferred Education and Experience:

- Bachelor's degree or equivalent in social work, psychology, social sciences, or a related field.

Pre-Employment Additional Requirements:

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.

Post-Employment Requirements:

- Work locations and facilities are subject to change based on business need.
- Ability to provide suitable transportation.

WORK ENVIRONMENT:

- Work is a standard office environment and various locations throughout the City of Centennial.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Frequently standing or walking.
- Need to work outdoors in varying weather conditions.
- Occasionally lifts, carries, pulls or pushes up to 20 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 20 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Visual capacity enabling driving of vehicle and constant use of computer or other work-related equipment.

Below, please list any special physical demands associated with this position. For instance, exposure to hazardous environments, blood borne pathogens, extreme heat/cold, use of power equipment or machinery, wearing of PPE (personal protective equipment).

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

HR USE

Established/Revised by date and author:

DRAFT