
Staff Report

TO: Honorable Mayor Piko and Members of City Council

THROUGH: Matt Sturgeon, City Manager
Elisha Thomas, Deputy City Manager
Jonah Schneider, Strategic Initiatives Manager

FROM: Patrick Fleming, Management Analyst

MEETING DATE: November 7, 2022

SUBJECT: Resolution No. 2022-R-51: Homeless Outreach Liaison Position (IGA)

1. **Executive Summary:**

The Centennial City Council has previously indicated a desire to positively impact the problem of homelessness in the community. As part of that effort, Council directed Staff to work with Arapahoe County to develop a new Homeless Outreach Liaison position that would provide support in the field to individuals and families who are homeless or at imminent risk of homelessness.

Resolution No. 2022-R-51 would approve an intergovernmental agreement (IGA) with the County to formalize the Homeless Outreach Liaison position. The cost to the City will be up to \$110,000 annually. An additional \$40,000 has been included in the year 1 budget for the purchase of a vehicle. Funds for the position are included within the City's General Fund for 2023 and 2024.

2. **Recommendation:**

As this is a Council-initiated item, Staff does not have a recommendation for the position.

3. **Background:**

The Liaison position would provide support to individuals and families who are homeless or at imminent risk of homelessness. The position would serve as a connection for the City to coordinate and strengthen partnerships between agencies (Arapahoe County, ACSO, other jurisdictions) and organizations that work on homelessness issues and/or provide direct services to the community. This position is expected to proactively contact homeless individuals and families in the field. Depending on the situation, this may involve ACSO accompanying the Liaison to ensure their safety.

The Liaison would be a County employee and work would be performed under administrative direction from Arapahoe County. Salary, benefits, and a vehicle for the position would be funded fully by the City, while vehicle maintenance and registration costs, supervision, office space, technology, and other office equipment costs will be covered by the County. Together, the City and County staff have drafted a Job Description, an Intergovernmental Agreement (IGA), and a Workplan that outlines the work that would be done by the Outreach Liaison. The IGA also outlines

the roles of the City and that of the County in this partnership. The IGA, Job Description, and Workplan are included as attachments to this Staff Report.

City Council approval of the Resolution and IGA is required to formalize the Homeless Coordinator position. An initial timeframe of three years has been proposed, beginning in December 2022 and ending in December 2025, at which point it could be renewed for additional periods by written agreement.

4. Alternatives:

Council may provide alternate direction at any time.

5. Fiscal Impact:

The coordinator position is expected to cost up to \$110,000 annually, with an additional \$40,000 in year one to purchase a vehicle. \$150,000 in funding for the position is included in the 2023 proposed budget within the City's General Fund. There is also \$110,000 for the position included in the 2024 proposed budget.

6. Next Steps:

Should Council approve the resolution, City Staff will work with Arapahoe County to hire the new position and implement the workplan.

7. Previous Actions:

June 6, 2022: Council directed Staff to work with Arapahoe County to draft an IGA and workplan for the Homeless Outreach Liaison position.

8. Suggested Motions:

Motion to approve: I move to approve Resolution No. 2022-R-51, a Resolution of the City Council of the City of Centennial, Colorado approving an intergovernmental agreement between the City of Centennial and Arapahoe County for the development and hiring of a Centennial Homeless Outreach Liaison position and authorizing the City Manager to execute documents relating thereto.

Motion to deny: I move to deny Resolution No. 2022-R-51, a Resolution of the City Council of the City of Centennial, Colorado approving an intergovernmental agreement between the City of Centennial and Arapahoe County for the development and hiring of a Centennial Homeless Outreach Liaison position and authorizing the City Manager to execute documents relating thereto.

9. Attachments:

- a) Resolution No. 2022-R-51
- b) Intergovernmental Agreement with Arapahoe County
- c) Homeless Outreach Liaison Work Plan
- d) Homeless Outreach Liaison Job Description

**CITY OF CENTENNIAL,
COLORADO**

RESOLUTION NO. 2022-R-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CENTENNIAL, COLORADO, APPROVING THE
INTERGOVERNMENTAL AGREEMENT WITH ARAPAHOE COUNTY
FOR THE DEVELOPMENT AND HIRING OF A CENTENNIAL
HOMELESS OUTREACH LIAISON POSITION AND AUTHORIZING
THE CITY MANAGER TO EXECUTE DOCUMENTS RELATING
THERETO**

WHEREAS, Article XIV, Section 18(2)(a) of the Constitution of the State of Colorado, and Part 2, Article 1, Title 29, C.R.S., encourages and authorizes intergovernmental agreements; and

WHEREAS, Section 29-1-203, C.R.S., authorizes governments to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each; and

WHEREAS, the City of Centennial and Arapahoe County are both experiencing an increase of homelessness in the community; and

WHEREAS, at the June 6, 2022 City Council Meeting, City Council directed City staff to work with Arapahoe County to develop a homeless outreach specific employment position to be titled the Centennial Homeless Outreach Liaison (hereinafter referred to as the “Liaison”); and

WHEREAS, the Liaison would be employed by Arapahoe County in its Community Resources Department, with funding from the City, to provide resources and assistance to unhoused individuals in the City and in areas of Arapahoe County adjacent to the City pursuant to an approved work plan; and

WHEREAS, Arapahoe County and the City drafted the attached Intergovernmental Agreement Between the City of Centennial and the County of Arapahoe, Colorado for the Development and Hiring of a Centennial Homeless Outreach Liaison Position (the “Liaison Position Agreement”) describing the Liaison position, the work the person hired in that role will provide, and the type of funding assistance the City will provide; and

WHEREAS, Sections 2-2-130(b)(1) and 2-2-130(c)(1) of the Centennial Municipal Code allow for City Council to delegate authority to the City Manager to approve intergovernmental agreements with prior City Council approval; and

WHEREAS, the City Council desires to approve the Liaison Position Agreement and delegate authority to the City Manager and Mayor to execute the Liaison Position Agreement and related contracts, letters, orders and other related documents necessary or appropriate to facilitate the work so long as the aggregate amount payable by the City for all such contracts is within the amount budgeted and appropriated by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Centennial, Colorado, that:

Section 1. The City Council hereby (a) adopts the above recitations as findings of the City Council; (b) approves the Liaison Position Agreement generally in the form attached; (c) authorizes the City Manager and City Attorney to make such changes as may be needed to the Liaison Position Agreement in order to correct errors or language that will not increase the financial obligations of the City in excess of the amount budgeted and appropriated by City Council; and (d) authorizes the City Manager and Mayor to execute the Liaison Position Agreement following review by the City Attorney's Office.

Section 2. The City Council authorizes the City Manager to execute on behalf of the City of Centennial such contracts, letters, orders and other documents necessary or related to the Liaison position within the budgeted and appropriated amount therefor as set forth and identified in the City's budget, as the same may be amended from time to time (the "Project Budget"). If costs and expenses associated with such an agreement exceed the Project Budget, such that a supplemental appropriation is required to be approved by City Council following a public hearing thereon, the signature authority set forth in this Resolution shall be suspended until such time as the City Council has considered and approved the supplemental appropriation(s).

Section 3. The City Council shall indemnify, hold harmless, and defend the City Manager in the exercise of the authority granted by this Resolution provided that such exercise is made in a reasonable and good faith manner and such exercise is within the scope of the Manager's duties and authorities as the chief administrative official of the City of Centennial.

Section 4. This Resolution shall take effect immediately upon its adoption by the City Council.

Adopted by a vote of ___ in favor and ___ against, this 7th day of November, 2022.

By: _____
Stephanie Piko, Mayor

ATTEST:

Approved as to Form:

By: _____
City Clerk or Deputy City Clerk

By: _____
For City Attorney's Office

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CENTENNIAL
AND THE COUNTY OF ARAPAHOE, COLORADO FOR THE DEVELOPMENT AND
HIRING OF A CENTENNIAL HOMELESS OUTREACH LIAISON POSITION**

This Intergovernmental Agreement (the “Agreement”) is entered into and effective as of this ____ day of _____, 2022, by and between the City of Centennial, Colorado a home rule municipality in the State of Colorado with offices located at 13133 E Arapahoe Road, Centennial, Colorado, 80112 (hereinafter referred to as the “City”), and the County of Arapahoe, a statutory county of the State of Colorado, located at 5334 South Prince Street, Littleton, Colorado, 80120 (hereinafter referred to as the “County”). The City and the County may be individually referred to as the “Party” or collectively referred to herein as the “Parties”.

WHEREAS, Article XIV, Section 18(2)(a) of the Constitution of the State of Colorado, and Part 2, Article 1, Title 29, C.R.S., encourages and authorizes intergovernmental agreements; and

WHEREAS, Sections 28-1-203 and 29-1-203, C.R.S., authorizes governments to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each; and

WHEREAS, the City, fully located within the County, and the County are both experiencing an increase of homelessness in the community; and

WHEREAS, in 2022, the City expressed an interest in collaborating with the County on a homeless outreach specific employment position, to be titled the Centennial Homeless Outreach Liaison (hereinafter referred to as the “Liaison”), to provide resources and assistance to unhoused individuals in the City of Centennial and in areas of the County adjacent to the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the Parties hereby agree as follows:

The recitals set forth above are incorporated into this Agreement and shall be deemed to be terms and provisions of this Agreement, to the same extent as if fully set forth in this section.

I. Agreements Related To Liaison Position and Work Plan

A. The City and the County agree:

1. That the following persons shall hold primary responsibility for the administration and assigned decision making and collaboration required under this Agreement:
 - a. City Representative: _____
 - b. County Representative: _____
2. That the County shall develop a job description and hire the Liaison in collaboration and with input from the City on the job description (“Job Description”) and selection of the person who fills such position.
3. That the Liaison shall, at all times, be an employee of the County and the County shall be solely responsible for all compensation, benefits, insurance and employment-related rights of the Liaison and to comply with all laws, regulations and other requirements and

standards applicable to employees; and the City shall not be obligated to secure nor provide any insurance coverage or employment benefits of any kind or type to or for the Liaison.

4. To jointly develop a work plan consistent with the Job Description to outline the scope of work to be provided by the Liaison ("Work Plan"), and to amend such Work Plan from time to time as mutually agreed between the City representative and the County Representative, which Work Plan shall guide the work of the Liaison in coordination with the City and County's priorities in the area of homelessness. The Work Plan will be approved by the parties through the City Representative and the County Representative prior to the enactment of the Work Plan.
5. To jointly resolve any issues of dissatisfaction by either party with the job performance of the Liaison as follows:
 - a. The dissatisfied party's Representative shall notify the other party's Representative should any personnel problem arise with regard to the Liaison and shall include the known facts which give rise to the problem.
 - b. The County may address the problem within the requirements of the law and the County's policies. To the extent legally permissible, the County shall provide the City Representative with a report outlining the actions taken, if any, by the County to redress the personnel problem.
 - c. Nothing in this Section shall be construed to abrogate in whole or in part the right of the County to hire, discipline, fire, or otherwise manage its workforce.

B. The County agrees to:

1. Provide services identified in the Work Plan, as may be amended, to the City through the Liaison.
2. Provide supervision of the Liaison through its Community Resources Department, which will provide day to day employment oversight and supervision of the Liaison.
3. Employ the Liaison.
 - a. Provide compensation and appropriate County benefits to the Liaison and maintain an employer/employee relationship with the Liaison in similar manner as all other employees of the County.
4. Enforce its personnel policies, including its policy for a drug-free workplace, as to the Liaison in similar manner as all other employees of the County.
5. Provide appropriate materials and a workspace for the Liaison in similar manner as all other employees of the County.
 - a. Provide a workspace, which may be a shared workspace, in close proximity or within the boundaries of the City.
 - b. Provide resources, materials, overhead, administrative and other support deemed by the County as necessary for the Liaison to provide the services described in the Work Plan, which shall include but not be limited to a computer, County email address, and cell phone for the Liaison and other equipment and materials as necessary to satisfactorily perform the functions outlined in the agreed upon Work Plan in similar manner as all other employees of the County.

- c. Provide a new motor vehicle for use by the Liaison to satisfactorily perform the functions outlined in the agreed upon Work Plan in similar manner as all other County employees needing a vehicle to perform their job duties. The City Representative and the County Representative shall agree in writing in advance (to include e-mail) on the specifications of the motor vehicle to be purchased.
 - i. The vehicle purchased for use by the Liaison to fulfill the duties of the job shall be dually branded with both the City and the County logos and with markings indicating that it is for use in providing Homelessness Outreach in a manner as approved by the City Representative and the County Representative.
 - ii. Upon termination of this Agreement, the vehicle purchased by the County for use by the Liaison to fulfill the duties of the job shall be deeded by bill of sale to the City at no cost to the City in its then as-is condition
 - iii. Provide fleet management, insurance, gas, repair and other maintenance for the vehicle in similar manner as all other vehicles of the County.

C. The City agrees:

- 1. To provide annual funding for the Liaison position and Work Plan as follows:
 - a. With an estimated total cost of \$100,000, including benefits, training and development, and materials, the City agrees to pay \$100,000 to the County per year for the term of the Agreement to help fund the Liaison position. Such payments shall be prorated and invoiced on a month-to-month basis upon receipt of a monthly invoice therefor from the County. The City shall pay each such invoice net thirty (30) days. The invoiced amount shall be reduced on a prorated basis for any times that the position of Liaison remains vacant.
 - b. The City further agrees to pay an amount not to exceed \$2,000 per year for the term of the Agreement to the County to reimburse the actual costs for a cell phone to be assigned to and used by the person holding the Liaison position to complete the Work Plan and for expenses related to hygiene kits and food/water distributed by the Liaison in accordance with the Work Plan. Such reimbursements shall be invoiced on a month-to-month basis upon receipt of the monthly invoice therefor from the County as set forth in paragraph (I)(C)(1)(a) above.
- 2. To provide one-time funding in an amount not to exceed \$40,000 to the County for the purchase of the motor vehicle described herein to be used by the Liaison, such amount to be paid net thirty (30) upon receipt of a monthly invoice therefor from the County.
- 3. The City acknowledges and agrees that the County is obligated to provide funding only for projects reviewed and approved by the Board of County Commissioners and that the County is not committing any funding based on a future established workplan without further approval as required by this paragraph.

II. Reporting

1. Homeless Coordinating Committee:
 - a. The Work Plan shall require the Liaison to regularly report during each scheduled meeting of the Homeless Coordinating Committee in a form and as requested by such Committee and should, at a minimum, provide a summation of key milestones achieved and deliverables met, as well as any major challenges encountered.
2. Community Resources and Centennial Management:
 - a. On a monthly basis or on a schedule as agreed to between such persons, the designated County Representative will meet with the City Representative to discuss progress and plans for the ongoing work of the Liaison.
3. City Council and Board of County Commissioners:
 - a. The Work Plan shall require the Liaison to report on a semi-annual basis, to scheduled meetings of the City Council as well as the Arapahoe County Board of County Commissioners with a detailed progress update, including a status update on each deliverable and data towards metrics included in the Work Plan.
 - b. The date of the report and filing deadlines should be coordinated with the City Manager's Office and City Clerk as well as the Board of County Commissioner's Office. The reports to the Centennial City Council must be made in January or February of each calendar year and shall be in person as may be requested by the City.

III. Term and Termination

- A. Subject to the limitations as set forth in Section V(C) and (D) of this Agreement, the time period of effectiveness of this Agreement shall be three years and one month, beginning on December 1, 2022, and ending on December 31, 2025 ("Initial Term"). This Agreement may be renewed for additional one-year periods by written agreement of the Parties after the Initial Term expires.
- B. Either Party may terminate this Agreement for convenience with at least thirty (30) days advance written notice to the other. In the event of such termination, the County has sole discretion to determine the employment status of the Liaison at the conclusion of any period for which the City has provided monthly funding hereunder.

IV. Notices

Any notice, demand, or request required by or relating to this Agreement shall be given by personal delivery, by facsimile, or sent by registered or certified mail, postage prepaid, to each Party at the addresses set forth herein.

CITY OF CENTENNIAL:

ARAPAHOE COUNTY:

City of Centennial 13133 E Arapahoe Rd	Arapahoe County 5334 South Prince Street Littleton, CO 80120-1136
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Centennial, CO 80112 Attn: Elisha Thomas Telephone: (303)325-8000 Facsimile: E-mail: ethomas@centennialco.gov	Attn: Katherine Smith Telephone: (303)738-8041 Facsimile: (303)738-8099 E-mail: ksmith@arapahoegov.com
With a copy to:	With a copy to:
City Attorney City of Centennial 13133 East Arapahoe Road Centennial, CO 80112	Arapahoe County Attorney 5334 S. Prince St. Littleton, CO 80120-1136

V. Additional Terms

- A. No Third-Party Beneficiaries. Nothing in this Agreement shall be deemed to create any third-party benefits or beneficiaries or create a right or cause of action for the enforcement of its terms, in any entity or person not a Party to this agreement.
- B. Amendments. This Agreement shall be amended only by a written document approved by the governing bodies of all of the Parties.
- C. Non-Appropriation. This Agreement shall not be construed to create a multiple fiscal-year direct or indirect debt or other financial obligation of the Parties within the meaning of Article X, Section 20 of the Colorado Constitution. Pursuant to C.R.S. § 29-1-110, as amended, the financial obligations of the Parties as set forth herein after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available by the Parties' respective governing bodies.
- D. Termination for Non-Appropriation. Notwithstanding any above-stated notice requirement, this Agreement is automatically terminated on January 1st of the first fiscal year for which funds are not appropriated. A Party shall give the other Parties written notice of such non-appropriation. Such withdrawal shall not impose a penalty against the Parties in the event of a failure to appropriate sufficient funds.
- E. No Assignment. This Agreement may not be assigned by any Party.
- F. Severability. In the event that any of the terms, covenants, or conditions of this Agreement, or their application, shall be held invalid as to any person, corporation, or circumstances of any court having competent jurisdiction, the remainder of this Agreement, and the application and effect of its terms, covenants, or conditions to such persons, corporations, or circumstances shall not be affected thereby.
- G. Governmental Immunity. This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by the Parties, their employees and volunteers, under federal or state constitutional, statutory, or common law, including but not limited to the Colorado Governmental Immunity Act, Section 24-10-101, C.R.S., et seq., as may be amended.

- H. Governing Law, Jurisdiction, and Venue. Colorado law governs this Agreement. Jurisdiction and venue shall lie exclusively in the District Court for Arapahoe County.
- I. Waiver of Breach. A Party's waiver of another Party's breach of any term or provision of this Agreement will not operate or be construed as a waiver of any subsequent breach by any Party.
- J. Execution. This Agreement may be executed in several counterparts, and by facsimile, or electronic pdf, each of which will be an original, and all of which together will constitute one and the same instrument.

IN WITNESS THEREOF, the Parties have caused to be executed this Agreement.

CITY OF CENTENNIAL

ARAPAHOE COUNTY

 Name:
 Title:
 Date: _____

 Name:
 Title:
 Date: _____

ATTEST:

 APPROVED AS TO FORM:

ATTEST:

Homeless Outreach Liaison

2022-23 Workplan

The Centennial Homeless Outreach Liaison will provide support to individuals and families who are homeless or at imminent risk of homelessness. The person holding this position will serve as a liaison between the County and the City of Centennial ("City") to coordinate and strengthen partnerships between local agencies and nonprofits to address issues of homelessness in the area of Centennial. This position is expected to contact homeless individuals and families in the field. 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 or at risk of becoming unhoused.

The Liaison is expected to generally work during normal Arapahoe County and Centennial business hours (Monday to Friday, 8-5). The position will serve as the primary contact for calls routed through the Centennial Citizen Response Center (call center) related to individuals experiencing homelessness or encampments. The primary duty for the Liaison will be field outreach in an effort to connect individuals to services and resources and reduce the need for a traditional law enforcement response.

Objective 1.

Identify and engage individuals and families experiencing homelessness or at risk of homelessness, through outreach and coordination between systems/organizations

Tasks:

- Actively seek and identify unsheltered individuals and families within the community and respond to community requests, received through the Citizen Response Center or City contact person, for street outreach intervention, potentially entering encampments.
 - Contact and coordinate with Arapahoe County Sheriff's Office (ACSO)/co-responders for assistance if the situation feels unsafe or potentially dangerous or if there are mental health concerns for the individuals.
- Gather data regarding each contact (to the extent possible)
 - Location
 - Demographics (if willing to provide)
 - Reason given for being homeless (if willing to provide)
 - Is this their first time being homeless/how long have they been unhoused (if willing to provide)
 - Services needed
 - Will they accept help
 - Contact information (if willing to provide)
- Ensure data from contacts with unhoused are entered into the Homeless Management Information System (HMIS).
- Participate in annual "Point in Time" (PIT) count of unhoused
 - Liaison to be PIT lead for Centennial

- Assist Law Enforcement on the scene of homeless encampments and act as liaison between law enforcement and homeless individuals when appropriate. Utilize law enforcement and co-responders as necessary in the field.
- Interpret laws, rules, and regulations for jurisdictions to establish how to best handle situations involving the unhoused, such as unauthorized camping or encampments, to be able to inform those individuals of the applicable regulations.
- Report individuals who have been previously warned of violating trespassing and camping regulations to law enforcement for removal.

Objective 2.

Connect unhoused individuals and families to Arapahoe County and/or non-profit and faith-based services, including short-term emergency shelter and housing

Tasks:

- Identify and create a database of resources and services currently offered within Centennial, Arapahoe County, and the Denver metro area to be provided and shared with law enforcement and other community organizations
- Work in collaboration with the Arapahoe County Housing and Homeless Program staff and other County and City personnel to assist in connecting unhoused individuals and families encountered in the field to services so they can gain and/or maintain stable housing, food, medical/mental health, and other services.
- Focus efforts on public health, mental health, public safety, and housing solutions.

Objective 3.

Community/Business/Non-profit/School outreach

Tasks:

- Build strong relationships with City and County officials, departments and the homeless community, including government agencies, schools, labor organizations, Homeowners associations, ACSO, non-profits, faith-based organizations, and businesses regarding issues of homelessness; make policy/program recommendations for addressing homelessness as appropriate. County will make determinations on which boards and meetings to attend. City may request attendance at occasional meetings, subject to County approval.
- Provide leadership and serve as a subject matter expert on homeless matters, providing technical advice to other County and City departments and agencies, when requested. The Liaison may serve on boards, commissions and committees, representing the County and 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.

- Present, coordinate, and communicate with local businesses, associations, and governments related to specific issues encountered in the field.

Objective 4.

Report on the results of the program and identify ways to improve.

- Create reports/make quarterly presentations to the Centennial City Council and semi-annually to the Board of County Commissioners, as well as other community entities regarding homelessness, including updates on performance measures, challenges encountered, areas for improvement, and anecdotes from the field.
- Represent the County and City at meetings with members of the business community and the general public.
- Participate in occasional planning processes to identify longer-term approaches for strengthening efforts to address unsheltered and family homelessness.
- Seek out training in best practices for the areas of Mental Health First Aid, Motivational Interviewing, HMIS and Centennial City Codes.
- Mid-year check-in and review of workplan and related progress. Make changes as necessary.
- Utilize GIS or similar software to record location of unhoused individuals and encampments to track migration patterns and coverage areas for future use

Performance Measures

- How many individuals contacted?
 - Number of repeats
 - Number of individuals contacted that were living unsheltered outdoors
 - Number of individuals reporting first time homeless
- What were the results?
 - Number of referrals
 - Which organizations/types of services
 - Outcome: Connected to housing/off the street, employment/income increase
 - Tracked through HMIS data
- How many individuals and families without housing are there in Centennial? Is it increasing?
 - Point In Time counts
- Resident and Business satisfaction with City's response to homelessness – Centennial survey



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. The person holding this position will serve as a liaison between the County and the City of Centennial ("City") to coordinate and strengthen partnerships between local agencies and nonprofits to address issues of homelessness in the area of Centennial. This position is expected to contact homeless individuals and families in the field to provide resources. 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:

- Work in collaboration with the Arapahoe County Housing and Homeless Program Supervisor and other County and City personnel to effectively meet the needs of the unhoused in the region.
- Assist in development and recommendations for an annual workplan to be developed collaboratively by the County and the City related to homeless services in Centennial and areas nearby in the County, and implement such plan.
- 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 County and City departments and agencies. The Liaison may serve on boards, commissions and committees, representing the County and 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 County and City governing bodies and other business entities regarding homelessness; facilitate and represent the County and 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.
- Interpret laws, rules, and regulations for jurisdictions to establish how to best handle homeless situations, such as unauthorized camping or encampments.
- Present, coordinate, and communicate with local businesses, associations, and governments related to specific issues encountered in the field.

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
- Ability to interpret varying laws, rules, and regulations

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

Accountability	Accessibility	Inclusivity	Integrity
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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: _____