

## **Office on Homelessness**

Director of Homeless Services

Location: Alachua County Housing Authority

Full-time (40 hours per week)

### **Job Qualifications:**

Qualified candidates will have at least 3 years experience submitting successful grant applications and managing grant contracts. Experience working with community stakeholders and local government preferred. Ability to complete reporting, facilitate meetings, and good communication skills a must. Computer skills required.

### **Job duties:**

- Act as the liaison for the Alachua County Implementation Committee: provide written and verbal reports on committee activities and community needs to the commission and local stakeholders.
- Complete grant applications of Continuum of Care and implementation committee programs: complete necessary grant reporting, and facilitate partner programs with the help of the ACCHH Executive Director and Board, including chairing the Resource Development Workgroup for the Continuum of Care process.
- Organize local activities related homeless information: Conduct point-in-time surveys annually, oversee HMIS compliance and training, and provide detailed written reports from these activities.
- Organize expansion activities: provide funding opportunities, information on local impact, and coordinate stakeholder activities.

### **[ACHA/Office on Homelessness Responsibilities per revised Interlocal Agreement]**

4. Duties of the ACHA - The ACHA shall have and perform the following duties, obligations, and responsibilities to the County and the City: The ACHA shall employ and supervise an Implementation Plan Development Coordinator (hereinafter referred to as the "Implementation Staff"). The ACHA shall report to the City and County on a monthly basis regarding the work activities and accomplishments of the Implementation staff.

Representative duties and responsibilities of the Implementation Staff are to include:

- Oversight and implementation of the Gainesville/Alachua County 10-Year Plan to End Homelessness (the Plan), including prioritization and execution of Plan goals and objectives.
- Development of measurable outcomes for plan goals and objectives from which progress can be gauged.
- Research of grant opportunities, and assistance with preparing grant applications and meeting reporting requirements.
- Dissemination of accurate information concerning and/or affecting homeless persons or agencies that provide services to the homeless. Informs the Implementation Committee and community of that information. Acts as a clearinghouse for all pertinent information on agencies and organizations involved in the issues of homelessness and hunger, and for the dissemination of statistical data and analyses related to the local homeless population.
- Provision of technical assistance to public and private agencies, particularly related to the development of applications for funding.

- Participation as directed with Federal, State and Local government, social service agencies, civil organizations, faith communities, and businesses in inter-provider activities related to homelessness in Alachua County.
- Attendance and representation of the Plan at meetings of the Gainesville City Commission, the Alachua County Board of County Commissioners, the Alachua County Coalition for the Homeless and Hungry, Gainesville Downtown Owners & Tenants Association, and other meetings within the community, where appropriate, when issues affecting the homeless and hungry are being addressed.
- Work with local officials and their representatives to coordinate and oversee the development of a local cost study to document the impact of homelessness on public systems and services and to evaluate where local responses could be more efficient and cost-effective.
- Effective and efficient operation of the Plan Implementation office, including maintaining office records, correspondence files, policies and procedures, physical assets, and ensuring that mail and phone calls are dealt with in a timely manner.
- Administration of all Plan-specific grants, including the preparation of necessary reports and documents (fiscal and programmatic) as well as monitoring and corresponding with sub-recipients.
- Facilitation of community education and planning activities, fund-raising events, and other relevant activities as they relate to homelessness and the 10-year plan.
- Development of local coalition-building trainings and showcases of local services, and attendance of state and national trainings relevant to ending homelessness in Gainesville/Alachua County.
- Coordination of intergovernmental homeless activities and providing recommendations toward a unified approach to homeless problems.
- Direct staff services to the Implementation Committee, composed of individuals who previously chaired and co-chaired the committees that developed the Plan.
- Collaboration with non-profit service provider organizations; local government advisory boards; neighborhood associations; neighborhood development associations; economic development entities; local, state and federal government agencies and officials; homelessness coalitions; and all other identifiable partners; to accomplish assignments from the Implementation Committee, and the City of Gainesville and Alachua County Commissions.

For more information about the Office on Homelessness and the Alachua County Coalition for the Homeless and Hungry, go to <http://www.alachuahomeless.com/>

**Deadline for receiving applications is April 29, 2010 by 4 pm.**

Hard copy of resume and cover letter are preferred, and should be mailed to:

Gail Monahan, Executive Director  
 Office on Homelessness Job Search  
 Alachua County Housing Authority  
 703 NE 1<sup>st</sup> Street  
 Gainesville, FL 32601

**May also email application in .pdf or Word form to [jayne@acha-fl.com](mailto:jayne@acha-fl.com)**