



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

October 4, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

HOMELESS STRATEGIES COORDINATOR

POSITION SUMMARY

Under the direction of the Director of Neighborhoods, the Homeless Strategies Coordinator works with City staff and partner organizations to implement, coordinate, and execute City goals related to addressing homelessness and impacts of shelters and centers on local neighborhoods. The coordinator acts as a liaison between the law enforcement, courts and social services communities to identify, address, and monitor issues. The coordinator also collaborates with other agencies and partners to mitigate the impacts of homelessness on neighborhoods.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Coordinate city resources with the needs of the resource center.
2. Coordinate the Men's Resource Center's (MRC) compliance with the Conditional Use Permit, including assessment, reporting and corrective action.
3. Coordinate efforts to mitigate the impacts of the Men's Homeless Resource Center between city departments including partner and multi-agency collaborations
4. Serve as a data hub and resource. Coordinate data tracking, monitoring, data gathering and reporting efforts. This includes calls for police, fire and medical emergencies related to homelessness. It also includes monitoring criminal registries, court system records, case management, financial impacts and other data as needed.
5. Prepare grant applications for funding these activities. Coordinate data compilation for grant or State funding requirements Identify and advocate for the funding needed.
6. Coordinate and support efforts of city leaders and departments to mitigate the impacts of the shelter.
7. Coordinate with other managing entities to address impacts on public parks, open spaces, trails, Jordan River Parkway and streets.
8. Organize meetings, record discussion and track action items.
9. Coordinate community engagement and communications on these issues. Develop and disseminate relevant public outreach and informational updates. Provide to city leaders, staff and the public.
10. Respond to requests for information.
11. Coordinate citizen and community groups, service providers, partners and volunteers wishing to engage in solutions.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES

- Graduation from an accredited college or university with an Associates or Bachelor's Degree in Law Enforcement, Criminal Justice, Social Work, Sociology, Psychology, Community Health, or similar field and minimum 3 years of experience in program coordination duties.
- Must possess and maintain a valid Utah Driver's License with periodic verifications by the City

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of best practices related to homelessness.
2. Skill in working with individuals of diverse backgrounds who have differing objectives and priorities.
3. Skill communicating directly and concisely, both orally and in writing.
4. Skill leading effective meetings and conversations with stakeholders, partners and the public.
5. Skill collecting and analyzing data and using it for monitoring outcomes.
6. Ability to work in a variety of settings indoors and outdoors and in stressful, hazardous and dangerous situations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is constantly required to stand, walk, and use hands to operate objects, tools or controls. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet. Some exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position. Threat of injury may be associated with the position due to the nature of the work.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION GRADE: 18

SALARY RANGE: \$21.39 – \$32.35 per hour (\$44,490 – \$67,290 annually)

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.com

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND CRIMINAL
BACKGROUND CHECK**

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY