



## **MAYOR'S OFFICE OF HUMAN SERVICES**

### **COMMUNITY OUTREACH COORDINATOR**

Baltimore City Mayor's Office of Human Services is seeking a dynamic professional to coordinate the activities of the homeless outreach teams throughout Baltimore City and internally with other City agencies to ensure effective connections with the street homeless and coordination with service providers. This position reports to the Deputy Director of the Homeless Services Program (HSP).

#### **Responsibilities of the position include but are not limited to:**

- Coordinate the activities of outreach worker organizations that work in assigned sectors throughout the City. This includes co-facilitating weekly outreach meetings, responding to constituent inquiries related to outreach.
- Collect, organize and monitor outreach data, generate reports related to outreach activities, transition outreach data collection into the Homeless Management Information Systems (HMIS).
- Coordinate the following activities: Homeless Services Code Red and Winter Shelter plans, agency responses to encampments and interagency activities
- Coordinate the annual Point-in-Time count, specifically, the unsheltered count component.
- Ensure that outreach providers are fully engaged with all resources and systems critical to serving the homeless population, including but not limited to: housing resources and opportunities; medical and behavioral health systems; identification and benefits programs; 211 resources; and information-sharing across city systems.
- Ensure that outreach teams are engaged in key initiatives such as Project Homeless Connect and the Point-in-Time count.
- Represent the agency at community and stakeholder meetings relevant to homeless outreach including managing the inter-agency outreach communications; advising city agencies on potential ways to minimize harm to homeless persons.

#### **Knowledge, Skills and Abilities:**

- Knowledge of community outreach needs and problems.
- Knowledge of programs, services and resources available in the community.
- Knowledge of group dynamics and work techniques.
- Knowledge of community organization and consensus building techniques.
- Knowledge of administrative practices and procedures.
- Skill in interpersonal relations.
- Ability to plan, organize and evaluate outreach and related activities and related special events in the community.
- Ability to prepare and maintain detailed statistical and narrative reports; evaluate data, compare data to existing standards and draw conclusions.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Ability to manage multiple projects.
- Ability to deal effectively with government officials and personnel, representative of private organizations, community groups and others.
- Must be a self-starter with sound judgment and high communication skills. Must be a team player with the ability to prioritize multiple tasks. Work must be timely and attention to detail is necessary. Understanding of budgetary process is helpful. Experience with monitoring co
- Competent working with Microsoft Office® and communicating via email.

**Education and Experience Requirements:**

**Requirements** - A bachelor's degree in social work, human services administration, or sociology from an accredited college or university and two years of experience in related homeless, social or health services field.

**Equivalencies** - A master's degree in social work, human services administration, or sociology may be substituted for the year of non-specialized experience. Equivalent combination of education and experience.

This is a **full-time non-civil service position with a salary range of \$55,503 - \$67,694 and a comprehensive benefits package.** Those considered for employment must authorize release of a criminal background check from the Maryland State Police.

**TO APPLY:** Please forward resumes to [MOHSjobs@baltimorecity.gov](mailto:MOHSjobs@baltimorecity.gov). Applications will be accepted on a continuous basis until filled.

**Baltimore City is an Equal Opportunity Employer**