



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Homeless Coordinator

\$33.9661 - \$43.4795/hour



Applications Close – 5:00 p.m., Friday, March 15, 2024

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of 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 does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY

The City does not provide any direct social services, but works with local non-profits and other social service and philanthropic agencies to reduce homelessness and its related impacts within our community. The City has received grant funding to open a navigation center operated by a 3rd party agency, which includes both congregate and non-congregate shelter (Pods). Currently, the responsibility for the City's response is spread among multiple departments, including Police, Public Works, Community Development, Finance and Administration all working together on certain aspects of the response. The goal is to find a project manager to coordinate and help guide all City homeless response activities.

The Homeless Coordinator will develop, coordinate and monitor the City's internal and external response to homeless impacts, including temporary encampments erected by people experiencing homelessness. This position requires strong communication and project management skills, and ability to establish responses to effects of homelessness on the community and homeless individuals. Coordinate with internal staff, contractors, outside agencies and residents to address impacts and solutions. This position will pursue resources, partnerships, and creative solutions to homelessness in Roseburg.

ESSENTIAL FUNCTIONS

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position

- Coordinate response plan for homeless encampments, striving to minimize the effects on neighbors and the community.
- Pursue alternative encampment options on public or private property.
- Analyze related existing and proposed legislation, regulations or rule changes.
- Assist in creation and updating of related city ordinances.
- Work with community partners and city staff members to identify, communicate and ensure federal, state, and local compliance requirements are achieved.
- Prepare grant applications to support and/or expand existing efforts. Monitor grants and prepare reports meeting grant requirements. Work with Finance Dept. on financial aspects of grant management.

- Build and maintain effective relationships and avenues of communication with community stakeholders, neighboring jurisdictions, businesses and residents.
- Work with local partners, advocates and the faith-based community to support warming/cooling centers provided by others; coordinate distribution of survival materials when needed.
- Participate in management of encampment site clean-up. Assist in planning, preparation, facilitation, monitoring and financial aspects of cleanup activities.
- Attend organizational and outside community meetings to ensure concerns are heard.
- Provide contract administration and program coordination with service providers, gathering and analyzing data.
- Work closely with internal staff, including Code Enforcement, Police, Community Development, Parks and Public Works personnel.
- Provide City representation and liaison services for a variety of meetings, advisory groups, boards, committees, service agencies, councils and other related community groups as assigned, including the City's Homeless Commission.
- Compile and provide information regarding community services and resources.
- Model teamwork, collaboration, conflict resolution and organizational skills in developing and sustaining effective work relationships with staff, colleagues and community members.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles, practices and methods of community outreach.
- Awareness and sensitivity of other cultures and the ability to facilitate awareness in others.
- Knowledge of applicable local, state and federal laws, rules and regulations
- Utilizing a computer and relevant software, including working knowledge of Microsoft Office Suite.
- Developing and maintaining reports, briefings and program documentation.
- Strong customer service, temperament and relationship skills
- Strong judgment and problem solving abilities to work with citizens, businesses and others in emotional/stressful situations.
- Preparing and delivering public presentations.
- Coordinating and implementing projects and programs.
- Ability to work in a fast-paced environment with interruptions.
- Ability to review substantial data and draw conclusions.
- Ability to communicate with others and produce written reports.
- Ability to make decisions.
- Ability to move between City work locations.
- Ability to learn.
- Ability to read and understand complex legal and regulatory information, laws and ordinances.
- Ability to communicate effectively, both orally and in writing.
- Ability to secure cooperation of others in difficult work situations.
- Ability to deal with a wide variety of complex issues, perform under stress and prioritize work load.
- Ability to manage important and complex records.
- Ability to work with the public and City officials with diplomacy and tact.

WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Ability to accept supervision and constructive criticism.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Ability to work independently and make decisions in accordance with established policies and procedures.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university with coursework that may include law, communications, public policy, social science or related fields.

Experience: Two or more years' experience at a professional level including responsibility in project management, communication, data collection and reporting. Prefer experience in a public sector setting.

SPECIAL REQUIREMENTS & CERTIFICATIONS

None

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed in the field with a noise level, temperature, terrain and weather which may vary. Requires the ability to hear, listen to and understand meeting transactions. May require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. On occasion, may have to work long hours in emergency situations.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Homeless Coordinator.

WORK SCHEDULE

Regular schedule is a 40-hour Monday through Friday workweek. Additional participation in after-hours work related meetings and activities will likely be required.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at:

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

How to Apply: Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866. Telephone job line: 541-492-7010 (voice message listing current opportunities)

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to www.experiencerosburg.com

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

