

JOB DESCRIPTION
VISTA Homelessness Specialist

1. Assist with development of systemwide performance measures for evaluating Lexington's response to homelessness including identification of outcomes and targets, collaboration with programs and appropriate staff to collect necessary data, and writing process/policy for ongoing collection and reporting.
2. Develop a community dashboard to reflect response to homelessness utilizing performance measures and publishing online and through various media to keep citizens and stakeholders informed of progress.
3. Assist in the implementation and ongoing improvement of the OneDoor Lexington coordinated intake and assessment system for people experiencing homelessness in Lexington.
4. Assist with development and implementation of program performance monitoring and evaluation tools for federal Continuum of Care and all locally funded homeless programs.
5. Conduct necessary research to support grant development for federal homelessness funds including identification of best practices.
6. Assist with researching and applying for grant funding.
7. Serve as staff lead for conducting Lexington's annual Point In Time Count of people experiencing homelessness including process design for the count, coordination and training of volunteers, and securing necessary donations.
8. Build a referral network/process to handle calls from people at risk of homelessness and those currently experiencing homelessness with the goal of guiding them to appropriate organizations and resources.
9. Assist with presentations about homelessness in Lexington including collection and dissemination of data reflecting the number of people and families experiencing homelessness.
10. Assist with general administrative duties such as copying, mailing, drafting letters, data entry, document production, maintaining spreadsheets, etc.
11. Assist with the maintenance and organization of files and provide organizational support for the LFUCG Homelessness Prevention & Intervention Board and committees including preparing agendas, minutes, etc.
12. Assist with running reports from the local Homeless Management Information System (KY-HMIS) Database.
13. Assist with preparation of monthly OHPI Newsletter and provide content support for the office's social media platforms.
14. Participate in local meetings and represent the Office when necessary with providers, stakeholders, and people experiencing homelessness as needed.
15. Meet all VISTA standards and duties.
16. Any other reasonable duties as assigned.

Qualifications of VISTA Development Specialist position: Bachelors level degree or equivalent work experience required. Administrative experience especially in the public

or non-profit sector preferred, as well as some knowledge and experience with development of processes and procedures.

With one year of service you will receive: \$5,550 scholarship for professional development or educational support, \$11,676 stipend, health and life insurance option, child care assistance and travel benefits.

To Apply: Please send a cover letter and resume to clanter@lexingtonky.gov