

Exhibit C: PROGRAM COORDINATOR SCOPE OF WORK

Coordinating & Convening

- o Convene identified stakeholders on a regular basis, creating specialty subgroups as needed, to facilitate implementation of MWHI strategic plan objectives and tasks including: coordinating an effective supportive service continuum among nonprofit providers, bolstering data collection and reporting, and increasing use of evidence-based practices.
- o Lead stakeholder meetings using effective agenda planning, issue exploration, policy discussion, analysis of potential barriers, prioritization of initiatives, conflict resolution, role delegation, and follow-up on designated tasks and projects.¹
- o Facilitate collaborative decision-making processes by evaluating possible interventions, exploring disagreement, generating consensus, and forecasting potential community impact.²
- o Engage with existing stakeholder efforts to advance homeless services in the Mid-Willamette Valley, including but not limited to: Central School District Service Integration Team, Coordinated Entry System, Health and Housing Committee, Marion County Reentry Initiative, and Emergency Housing Network.

Resource Development

- o Identify potential sources of funding and write grants to accomplish strategic plan goals, including foundation and government grants, cash and in-kind donations, and leveraged resources.
- o Collaborate with stakeholders to assure financial sustainability of initiatives and programs, including forecasting future costs, maintaining competitiveness of programs, and planning for funding transitions.
- o Engage in ongoing partnership, planning, and negotiation with local Continuum of Care (CoC) leadership to maximize funding and housing resource procurement for Marion and Polk Counties.

Communication

- o Work with community leaders and stakeholders identified by the participating jurisdictions to inform the ongoing work of the MWHI.
- o Provide informational updates on an ongoing basis to stakeholders regarding strategic plan implementation via newsletter, presentations, and interpersonal communication.
- o Prepare documentation for distribution at meetings and community events which provide updates on the work of the MWHI and the current state of housing and homelessness in the Mid-Willamette Valley.

Data Collection, Analysis and Reporting

- o Work collaboratively with social service providers and other community partners to develop a standardized data collection system.
- o Improve the accuracy and relevance of data collected through other sources such as the annual homeless Point in Time (PIT) count.
- o Compile and analyze periodic reports regarding the volume and demography of the homeless population in the Mid-Willamette Valley, as well as the current state of housing resources and services.

¹ Work Group for Community Health and Development. (2016) *Community Tool Box Chapter 16: Group Facilitation and Problem Solving*. Retrieved from <http://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/group-discussions/main>

² Work Group for Community Health and Development. (2016) *Community Tool Box Chapter 14: Core Functions in Leadership*. Retrieved from <http://ctb.ku.edu/en/table-of-contents/leadership/leadership-functions/make-decisions/main>

Evaluation and Addressing Gaps

- o Conduct ongoing evaluation of the efficacy of the homeless services continuum and provide feedback to relevant stakeholders on persistent gaps, needs, and barriers to addressing homelessness.
- o Seek out and secure quality training and technical assistance from providers and communities that excel in housing and homelessness.
- o Develop and maintain a comprehensive understanding of state and federal regulations related to housing and homelessness, remaining abreast of changes in policy, and using this information to guide planning at the local level.

Policy Research, Analysis and Reporting

- o Conduct analysis of pros and cons of local Continuum of Care options, and if favorable, develop implementation plan.
- o Conduct a land use inventory identifying suitable sites for housing.
- o Review local ordinances for consistency with the Strategic Plan, and identify amendments/develop model ordinances where possible.
- o Identify and report on national best practices and state-level legislation, policies, and other practices that could enhance MWHI implementation.

Special Projects

- o Evaluate feasibility, development and sustainability of sobering centers, one-stop homelessness resource centers, and runaway and homeless youth integrated service system, including a runaway and homeless youth shelter.
- o Research, identify and evaluate effective means to address panhandling and identify alternatives for implementation.
- o Support community efforts, as appropriate and when requested by the participating jurisdictions, such as the new men's shelter, reentry housing facility, or veterans' transitional housing.
- o Implement employment, transportation, education, financial literacy, and primary health care street outreach objectives in the MWHI Strategic Plan.
- o Provide technical assistance to the new Marion County Veteran Services Officers in best practices in addressing veteran homelessness.
- o Provide assessment and support to Monmouth and Independence on special projects related to homelessness.