

# HOMELESSNESS PARTNERING STRATEGY

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**POSITION TITLE:** HPS Coordinator PEI

**ORGANIZATION:** John Howard Society of PEI

**LOCATION:** 163 Queen Street, Charlottetown, PEI

**POSITION OVERVIEW:** This position provides leadership on behalf of the Community Entity (CE), the John Howard Society of PEI, in the implementation and delivery of the Government of Canada's Homelessness Partnering Strategy (HPS) in preventing and reducing homelessness. This five-year (2014-19) funded program includes two funding streams, namely, the Designated Communities Fund which includes Charlottetown and Summerside; and the Rural & Remote Fund which is all other jurisdictions of PEI.

The HPS Coordinator manages the delivery of both of these funds, provides professional support to the PEI Community Advisory Board on Homelessness (CAB) and the Rural and Remote Advisory Board (RAB), and monitors and supports any programs and sub-projects funded through HPS. Other responsibilities include undertaking advocacy initiatives, increasing community awareness and engagement, and any other special projects relating to preventing and reducing homelessness.

## **SUMMARY OF DUTIES:**

### **Managing the implementation and delivery of the Homelessness Partnering Strategy**

- Provide leadership to the CAB and RAB in reviewing and recommending HPS funding priorities to the Community Entity and Federal Government
- Prepare the annual Community Plan for the review and approval of the PEI CAB
- Assess and evaluate the outcomes of the Community Plan, including funding priorities
- Work closely with the representative(s) of the Government of Canada (Service Canada) to ensure HPS mandates are being met, participate in HPS training and information sessions to keep up-to-date with changes and requirements of the HPS Directives; participate in Mid-Year Monitors
- Complete Annual Federal reporting and data requirements on all funded activities through the Results Report On-Line (RROL) system, the Annual Declaration of Disposition and Monitoring of Land and Buildings, and general monitoring of other large capital assets, i.e. vehicle(s)
- Develop and implement Requests for Proposals (RFP), as required, including proposal guidelines, rating and evaluation criteria, project review and approval process
- Plan and host Community Engagement forums to promote awareness and education about homelessness and HPS programs and initiatives to Government and community stakeholders
- Develop proposals, budgets and oversee the delivery of National and Provincial Point in Time Counts on Homelessness

### **Overseeing HPS funded projects and Host Agencies**

- Prepare HPS Agreements with approved project sponsors and ensure Amendments for changes are completed and updated as required
- Solicit and process monthly project claims, ensuring they are in keeping with approved project activities and meet Federal eligibility requirements
- Solicit and monitor monthly activities reporting requirements from funded projects and provide regular project updates to the CAB and RAB, as established
- Develop and maintain an appropriate financial accounting and filing system
- Provide effective project management and guidance to subprojects, and conduct project site visits to review progress and to address presenting issues
- Provide guidance and facilitate joint communication between approved HPS Housing First projects
- Ensure the Executive Director of John Howard Society of PEI and the Federal Senior Development Officer(s) are kept informed of the progress of projects and any outstanding matters through regular updates and Quarterly Activity Reports

### **Providing Professional Supports to the PEI Advisory Boards on Homelessness and Community**

- Provide secretariat and professional supports to CAB and RAB, including developing meeting agendas, recording and distributing minutes, follow-up of recommendations
- Establish and provide supports to CAB and RAB sub-committees for special projects and activities of the Boards, including Sub-Committees for Nominating, PEI Report on Homelessness, Community Forum, Point in Time , etc.
- Ensure that the CAB and RAB are kept advised of initiatives and activities which impact on the work of the Boards
- Provide leadership for advocacy initiatives within Government and community stakeholders, and for activities to increase community understanding and responses to homelessness
- Oversee the development and publication of the PEI Report on Homelessness, and the hosting of forums and events relating to National Housing Week
- Provide day-to-day office manage duties, including reception, office supplies, response to community enquiries, etc
- Prepare and deliver community presentations on HPS related programs and activities
- Monitor compliance of the CAB Governance Policies and ensure they are kept up-to-date
- Coordinate media requirements on behalf of the CAB and RAB
- Represent HPS Boards on a variety of National, Provincial and Municipal initiatives relating to homelessness and housing
- Collect and analyse relevant data; HIFIS (Homeless Individuals and Families Information System) shelter data, Provincial strategies, Best Practice models, to keep up-to-date with information relating to homelessness
- Represent HPS PEI on the Atlantic Community Entity Coalition

### **Other Duties as Required**