

Point in Time Coordinator

JOB TITLE: Point-in-Time Count Coordinator, **The John Howard Society**

TYPE OF POSITION: Contract / Term, **October 2017-March 2018**

HOURS OF WORK: 37.5hrs/wk

SALARY: TBD subject to qualifications

Overview:

The Point-in-Time Count Coordinator will plan and execute the **PEI** 2018 homeless count at the direction of the John Howard Society and the Community Advisory Board and/or PiT Committee.

Summary:

In March-April 2018, the Designated Communities of Charlottetown & Summerside will participate in the Point-in-Time Homeless Count supported by the Government of Canada's Homelessness Partnering Strategy. The Point-in-Time (PiT) Count serves two functions: First, to count the number of people experiencing homelessness in the Designated Communities over a specified period. Second, to gather information on the demographics and services needs of the local homeless population.

Through a snapshot of homelessness, the PiT Count will help us to better understand homelessness in the two municipalities with successive counts, we can measure our progress in ending homelessness in our community.

The PiT Count coordinator will plan and implement the PiT Count, in consultation with the PEI HPS Coordinator and the PiT Count committee or CAB. The Coordinator will be responsible for:

- Designing the PiT Count methodology, in compliance with HPS' minimum requirements;
- Mobilizing the homeless serving-sector;
- Leveraging community support and participation;
- Recruiting and training volunteers;
- Ensuring the safety of volunteers and participant;
- Coordinating data input and analysis;
- Reporting regularly to the CE and HPS Coordinator and
- Preparing the final PiT Count report for submission to the John Howard Society and CAB.

Qualifications

Educational Requirements:

- Post-secondary education with a specialization in project management, social work, community planning, health, and/or research will be considered an asset.
- Knowledge and expertise in one or more of these areas may be satisfied through a combination of education, training and/or previous experience.

Experience Requirements:

- 2-3 years of experience in housing or homelessness, or a related field. Applicants must demonstrate an understanding of issues related to homelessness. Direct experience working with individuals experiencing homelessness is an asset.
- Experience coordinating community projects, programs or events.
- Familiarity with volunteer recruitment, training and management.

Other Assets

- Knowledge of/experience with populations affected by homelessness. For example: families, Indigenous Peoples, LGBTQ2 Youth, racialized communities.
- Demonstrated ability to work with diverse partners, government and other stakeholders
- Experience in effective management of crisis situations
- Knowledge of survey design and/or quantitative research methods
- Experience working with the media
- Excellent oral and written communication skills
- Superior presentation and public speaking skills

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references. Please ensure that "PiT Count coordinator" is quoted in the email subject line. Submit applications to hpscoordinator@eastlink.ca

Posted on: August 28, 2017

Closing Date: September 15, 2017

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.