

JOB PROFILE VISTA WORKER

I. PURPOSE OF POSITION

To assist with community building and resource development opportunities in New Braunfels and Comal County through the Comal County Homeless Coalition, NB Housing Partners, Connections Individual and Family Services, Family Promise of Greater New Braunfels, and other local nonprofits that provide homeless services as necessary.

To assist in providing administrative and support services for a homeless coalition, continuum of care, and coordinated access and tracking system as part of the continuum.

II. ESSENTIAL JOB FUNCTIONS

Funding Continuum

- Assist with researching potential governmental and charitable funding for the services provided through the Comal County Homeless Coalition (hereby called coalition) and NB Housing Partners (hereby called partners).
- Assist with competing funding applications/requests as applicable.
- Assist with preparing and/or distributing marketing materials for raising funds to construct a transitional housing facility.

Homeless Count

- Establish a training manual for an annual homeless count and train volunteers (either in person or virtually) in conducting the homeless count survey.
- Plan and conduct annual homeless count.
- Enter homeless count data in database to be sent to the Texas Homeless Network (THN); assist THN with compiling data into survey report that is shared with coalition members and the community. Research and report trends as compared to annual counts from previous years.
- Ensure local providers of residential services in the continuum of care complete and submit annual housing inventories to THN.

Coordination

- Act as liaison with other community agencies and providers.
- Assist with planning either coalition or partners meetings, completing meeting minutes, and gathering/distributing materials for meetings.
- Assist the coalition or partners with strategic planning efforts as needed.
- Work with THN and the coalition to establish a coordinated access shared database for the purposes of the homeless continuum of care.
- Work with the coalition and local providers to conduct a needs/resources assessment to determine gaps or duplication in services.
- Assist the coalition and local providers with coordinating services and addressing gaps in services. Assist with next steps in this process, such as developing a calendar of available resources, developing a common website for the homeless continuum of care, etc.

Other

- Must have reliable transportation.
- Duties include, but are not limited to, correspondence, data entry, typing, copying and filing.
- Ensure that all documentation and reports are completed within established time frames.
- Must have positive attitude.
- Assume other duties and responsibilities designated by the site supervisor.

III. WORKING CONDITIONS

- A. Salary: Salary commensurate with experience and VISTA Program standards.
- B. Hours: Position is temporary and is non-exempt from federal wage and hour guidelines; position requires flexibility. Must be willing to work evenings and weekends as needed.
- C. Office Base: McKenna, 801 W. San Antonio St., New Braunfels, TX 78130.
- D. Supervision: Responsible to the site supervisor.

Signature

Date