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HOMELESS ACTION NETWORK OF DETROIT

Job Title: Youth Homlessness Coordinator
Hours: Full-Time (37.5 hours/week). *Position is grant funded for 12-months with the potential for continuation contingent upon additional funding.*
Location: Detroit, MI
Reports To: Continuum of Care Manager

About HAND

Since 1996, the Homeless Action Network of Detroit (HAND) has served as the region's leading resource on solutions to homelessness. Known as the Continuum of Care (CoC) Lead, HAND secures over \$27 million annually in HUD funds to be administered by local agencies. HAND also coordinates the only comprehensive database on homelessness in Detroit. We help to make ending homelessness a reality by securing funding, analyzing data, and driving change in our community.

Overview of Position

The Detroit Continuum of Care has been working to equitably end youth homelessness. To further this aim, the CoC applied for and was awarded roughly 5.5 million dollars for a grant opportunity known as the Youth Homlessness Demonstration Program ([click here for more information](#)). The Youth Homelessness Coordinator will build on the community's existing efforts by serving as a dedicated resource to manage the development and implementation of a Coordinated Community Plan to end youth homelessness. They will work to ensure that youth voice drives the process every step of the way and that the plan is operationalized by stakeholders at all levels. This person will work in close coordination with and help to manage the CoC's Committee on Youth Homelessness. In this role, the Youth Homelessness Coordinator's responsibilities will include:

- Lead planning and writing of the YHDP Coordinated Community Plan (CCP). This includes:
 - Staffing all YHDP workgroups/committees/community events
 - Participating in all relevant meetings
 - Coordinating meeting preparation, logistics, facilitation (with other YHDP team members), notetaking, and recordkeeping associated with YHDP committee and community events
 - Managing communication and information sharing among stakeholders identified by the YHDP Planning team
- Build and/or maintain relationships with the General Membership, CoC Board, and Committees to facilitate the coordinated community planning process
- Build and maintain relationships with community stakeholders and partners to ensure incorporation in the CCP Process
- Provide ongoing, guidance, coaching and support to youth to promote integration into the YHDP planning and decision-making processes
- Work collaboratively with national technical assistance providers
- Ensure consistent participation of partners, including service providers, and mediate emerging issues
- Promote ongoing, consistent, and transparent communication with all stakeholders
- Collaboratively identify system gaps, their impact on youth, and promote solutions
- Coordinate the collection and utilization of data to inform system planning
- Convene stakeholders to drive various pieces of the planning process forward
- Respond to inquiries and educate stakeholders about the YHDP process
- Manage the competitive project selection process for YHDP grant funding

- Provide staffing to the committee on youth homelessness
- Provide internal and external leadership in the development, implementation, and oversight of the system-wide plans to end youth homelessness
- Support the Youth Action Board (YAB) and its ongoing work alongside the Engagement Coordinator
- Represent the Detroit Continuum of Care at various community meetings, conferences, and national trainings related to youth homelessness
- Observe rules of confidentiality when working with sensitive and private matters
- Some local and out of state travel required
- Other duties as assigned by the Executive Director

Education/Training/Experience

- Bachelor's Degree in Public Administration, Social Work, Public Policy, Sociology preferred. Experience may be considered in place of a degree.

Qualifications, Skills, and Job Requirements

- A passion for ending homelessness
- A commitment to promoting diversity, equity, and inclusion
- A commitment to improving the housing situation of young people experiencing homelessness and housing instability
- Preference for engaging in macro or system-level work
- Knowledge of and experience in homelessness and housing programs
- Experience with HUD Continuum of Care programs, planning, and management
- Experience providing leadership to a diverse group of people
- Experience working with youth preferred
- Ability to understand, interpret, and communicate federal regulations to people with varying skill levels
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Excellent oral and written communication
- Demonstrated ability to take initiative, work independently, and think strategically.
- Flexibility to work in a small and/or virtual office environment as part of a team
- Proven ability to manage and facilitate collaborative decision-making processes
- Excellent organizational skills and the ability to manage multiple projects simultaneously
- Strong computer skills including proficiency in core Microsoft Office products – Word, Excel, PowerPoint

This position was developed in collaboration with the Continuum of Care's Committee on Youth Homelessness. Eligible candidates will work closely with the committee and must share and honor the committee's commitment to the following values:

- Housing First and Harm Reduction
- Trauma Informed/Healing Centered
- Positive Youth Development
- Youth Centered/Youth Choice
- Racial Equity and Inclusion
- Data Driven
- Dignity, Hope, and Resilience

Application Submission

- To be considered, submit a cover letter and resume as one PDF to: Hand.employment@gmail.com
- Only candidates selected for an interview will be contacted