



Vacancy Announcement
Homeless Liaison
Functional Zero Program Coordinator
Open Until Filled
Payrate: Based on qualifications and experience

The City of Wheeling is in search of a Homeless Liaison/Functional Zero Program Coordinator to provide support and service to to develop, implement, and manage the City of Wheeling's comprehensive homeless support program aimed at achieving and maintaining Functional Zero in relation to homelessness.

In accordance with City Charter, appointment is by the City Manager and serves under the general direction of the City Clerk. This position manages the daily functions of the noted program goals through adherence of division policies and procedures in the following ways:

- Develops, implements, and manages the City of Wheeling's comprehensive support program recommending solutions and strategies to address homelessness within the City.
- Identifies actions, creates objectives, and measures outcomes within the comprehensive City plan focused around best practices/models.
- Serves as the City of Wheeling's official liaison among internal (City departments/staff, elected officials, city leadership) and external (other government agencies, nonprofits and faith-based community organizations, residents, and businesses) in relation to the City's homeless support program and service coordination.
- Serves as the City of Wheeling's representative in aiding with the coordination of services and resources for applicable service organizations.
- Serves as the City of Wheeling's representative in actively participating in the development of the Continuum of Care five (5) year plan aimed at ending homelessness.
- Develops a multidisciplinary team (MDT) of providers to engage in wrap around services and direct homeless treatment and/or advocacy.
- Upon development, maintains a comprehensive list of service contacts to provide resources and support as needed.
- Maintains real-time data relating to Wheeling's unsheltered population providing accurate reporting and statistical information as requested and through the use of the Homeless Management Information System (HMIS).

- Attends and maintain foundations knowledge/certification in Crisis Intervention Training (CIT), mental health and addiction training, and other areas of knowledge that support the City's continually developing objectives.
- Perform other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Bachelor's degree in social work, education, or related field. Master's degree preferred. Licensed Social Worker also preferred.
- Two (2) to five (5) years of progressive experience in similar position completing related tasks.

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply Here" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.