

Job Title	Homeless Engagement Coordinator
Employer/ Agency	Dallas Public Library
Job Description	<p>The Homeless Engagement Coordinator position works directly under the Adult Services Administrator to determine services to be provided to visitors experiencing homelessness and to implement a plan of action to execute them successfully. Work is assigned based on library initiatives and community needs. The position oversees the Homeless Engagement Initiative and expands and improves services offered through this initiative. The position is responsible for coordinating and developing staff and volunteer training and programs.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> • Coordinates and implements services to patrons experiencing homelessness at the Dallas Public Library. • Researches and communicates best practices in library services to the poor and individuals experiencing homelessness • Maintains and develops close working relationships with community organizations that provide homelessness relief services. • Coordinates with Central Library managers and staff to maintain a safe, welcoming environment for all. • Schedules and presents regular training in de-escalation, trauma-informed care, and other subjects related to homelessness. • Plans and coordinates the Backpack Challenge and Community Forum. • Regular, reliable and punctual attendance is an essential function of the job. • Performs related work as assigned <p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Knowledge of best practices in serving vulnerable populations including those experiencing homelessness • Ability to work under limited direction and to take initiative • Ability to train and supervise staff and volunteers • Ability to establish short and long term goals for the program • Attention to detail and ability to carefully track statistics and outcomes • Ability to communicate effectively, at all levels, both orally and in writing
Qualifications	Bachelor's degree (social work, psychology or sociology preferred) plus two years' experience in one or more of the following areas: social work, mental health services, libraries, and/or non-profits. Effective oral and written communication skills plus MSOffice or similar software skills are required. A six-year combination of specified education and experience will qualify.
Salary/Hours	Monday-Friday 8:30 – 5:00
Employer/Agency	Dallas Public Library

Address	1515 Young Street
City, State, Zip	Dallas, TX 75201
Contact Person	Heather Lowe
Contact Title	Adult Services Administrator
Telephone Number	214-670-1635
Fax Number	214-670-7805
Email Address	heather.lowe@dallascityhall.com
Application Method	Must apply online at: http://bit.ly/2osw6rW
Opening Date	Accepting applications 4/10/2017 – 4/24/2017

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