



250.352.6011
fax: 250.352.9855

521 Vernon Street
Nelson BC V1L 4E9

www.nelsoncares.ca

November 2, 2017

Job Posting #: 01-2017-NCOH

INTERNAL AND EXTERNAL JOB POSTING

NELSON CARES SOCIETY

NELSON COMMITTEE ON HOMELESSNESS (NCOH)

SHORT TERM CONTRACT POSITION: POINT-IN-TIME COORDINATOR

Start Date: November 20, 2017 and will conclude no later than May 31, 2018. The successful applicant will be required to attend a training session in Vancouver from Nov. 20 – Nov. 21, 2017.

The Point-In-Time (PiT) Coordinator is part of the Nelson Committee on Homelessness (NCOH), a community-based team of individuals and organizations working to end homelessness in Nelson.

Reporting to the Nelson CARES Society Executive Director for day-to-day activities and the Nelson Committee on Homelessness Advisory Committee, the PiT Coordinator will be responsible for organizing, implementing and reporting the findings of a 'point-in-time' homeless count in Nelson, British Columbia.

The PiT Coordinator will work closely with the Nelson Committee on Homelessness (NCOH) including the Community Coordinator, with the majority of the hours devoted in implementing the Point-In-Time Homeless count from February to April 30, 2018.

Duties and Responsibilities:

1. Follow work plan and timelines as laid out in the contract with Service Canada.
2. Plan and establish local PiT Count committees to support the coordinator 3 months before the count (e.g., data analysis, volunteer recruitment, communication plan).
3. Work with partners to begin developing the local survey questions and identifying a search strategy.
4. Develop a communications plan for engaging the media and the broader community for support and recruitment.
5. Identify areas to be surveyed and any additional survey questions which should be finalized 3 months before the count.

6. Develop a plan for the day of the count (e.g., headquarters to be identified, a list of resources needed is prepared etc.).
7. Contract the Data Collection Analyst two months before the count.
8. Take care of last-minute preparation for the count. Supplies are obtained and volunteers are trained and assigned to teams one month before the count.
9. Hold the Point in Time Count.
10. Ensure data collection, input and analysis is completed in a timely manner to meet deadlines.
11. Prepare and present the results to the NCOH. Final messaging will be approved by the NCOH.
12. Organize local PiT Count Committee meetings to assess the project (including survey volunteers and staff for their perspective) and begin to plan for the next count. Recommendations from the committee will be sent back to the NCOH.

Expected results:

1. The PiT Count will be completed no later than April 30, 2018 following the Core Standards of the Guide provided by Homeless Partnership Strategy.
2. Provide an interim report including methodology, sampling technique, implementation plan, and budget.
3. A final report including analysis of the findings, best practices and challenges during the implementation and actual project costs.
4. Engage the community in participating in the count.
5. Communicate the results to the community and the participating population.
6. Plan for subsequent counts.

Qualifications:

Education, Training and Experience:

Minimum undergraduate degree in the human services field plus a minimum of three years related experience or equivalent background and experience. Background/experience in data collection and research is an asset.

Specific Job Qualifications:

1. Satisfactory Criminal Record Check
2. Valid BC Drivers Licence and access to reliable vehicle.

Job Skills and Knowledge:

1. Ability to coordinate meetings/events where large numbers of diverse people and activities are involved.
2. Ability to relate effectively with Nelson's homeless population as it relates to conducting this project.

3. Excellent verbal, written and oral communication skills.
4. Proven research and report writing skills.
5. Skill in use of programs such as Excel, Word, Internet, Publisher, Powerpoint.
6. Ability to work independently with minimal direction, to take initiative, organize, prioritize and meet deadlines.
7. Ability to create budgets and be accountable for funds.
8. Skilled at recruiting, supporting and supervising volunteers and practicum students.
9. Excellent time management skills.

Remuneration: \$25.00 per hour for 400 hours

Application Deadline: November 15, 2017 at 4 pm

Please e-mail a cover letter and current resume with three references to:

Pamela Loeppky

521 Vernon Street

Nelson CARES Society

Email: pam@nelsoncares.ca

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.