



**NORTH SHORE HOMELESSNESS TASK FORCE
HOMELESSNESS TASK FORCE COORDINATOR
JOB POSTING**

The North Shore Homelessness Task Force:

The North Shore Homelessness Task Force (HTF) includes members from the three North Shore municipalities, Vancouver Coastal Health, the RCMP & West Van Police and North Shore non profit organizations providing services and supports to the homeless as well as local service clubs. The purpose of the HTF is to work collaboratively to address the issues related to eliminating and preventing homelessness on the North Shore. The top six priorities of the HTF are:

- i. Maintaining linkages to related initiatives and work
- ii. Gathering of information and evidence
- iii. Establishing and maintaining a communications strategy
- iv. Advocating for a continuum of housing
- v. Advocating for a continuum of support services,
- vi. Advocating for adequate income levels and employment training

Job Purpose:

Under the direction of the HTF Steering Committee, the HTF Coordinator will provide overall support to the task force and assist members in implementing the HTF work plan. This will include working with members, either as a group of the whole or by subcommittee, to develop goals and actions to implement the ideas and initiatives that the task force feels are a priority.

Duties and Responsibilities:

1. Support for HTF Quarterly Meetings:
 - Meeting coordination (date, time, location etc.)
 - Develop Agendas
 - Review Minutes
 - Follow up on action items stemming from meeting with members
 - To attend meetings on behalf of the HTF as requested
2. Task Force Work Plan Implementation:
 - Identify and establish working groups of the task force to implement key priority areas identified by the membership
 - Support Homelessness Action Week (annually in October)
 - Support the Metro Vancouver Homelessness Count (every 3 years)
 - Identify member government and non-government funding opportunities
 - Encourage and strengthen collaboration among members and with other agencies
 - Develop partnering strategies among agencies that serve homeless people
3. Task Force Communications:

- Raise community awareness about homelessness, its causes and solutions as required
- Advocate for needed services as required
- Keep the HTF website up to date and relevant as an important resource on homelessness on the North Shore
- Coordinate the update and reprint of the Keeping Safe contact card as needed

Qualifications and Requirements:

Strong organizational, analytical, reporting and time management skills with the ability to understand and communicate the broader implications of plans and activities. Knowledge of homelessness and relevant issues such as poverty, housing and support services are required. Facilitation and group problem-solving skills and good presentation skills are required as are excellent written, verbal and interpersonal communication skills. The ability to work with a diverse group of stakeholders is a must. Ability to work independently and be a self starter is an asset. This position requires the successful applicant to have a home based office.

Remuneration:

Total Contract = \$7500 annually

(\$28.00 per hour for approximately 264 hours per year / 22 hours per month flexible schedule

Deadline: February 3, 2020

Please send resume and cover letter to:

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