

ASSISTANT DIRECTOR (ADVISOR TO END HOMELESSNESS AMONG FAMILIES)

Overview:

Do you want to lead the City's strategic effort to prevent and end homelessness among families in Boston?

The City of Boston contributes significant resources to ending family homelessness in addition to large state investments in sheltering and ending family homelessness statewide. In addition, Boston has an extensive number of programs and dedicated service providers that house, shelter and support homeless and at-risk families. However, we do not have the well-coordinated system we need to ensure resources reach the households with the greatest needs, promote a more housing-centered family homelessness system, strengthen housing pathways and eviction prevention partnerships to prevent and end family homelessness in Boston. Several years ago, Mayor Walsh created the position of Advisor on the Plan to End Chronic and Veteran's Homelessness to coordinate and focus efforts across City, State, and external partners, and the results have been dramatic. A similar position is needed to coordinate efforts to prevent and end family homelessness in Boston.

On October 28, 2019, Councilor Essaibi-George filed an ordinance to create the Special Commission on Ending Family Homelessness.

This Advisor on Family Homelessness role will staff the Special Commission, drive the documentation and implementation of Boston's strategies to prevent and end family homelessness, drive advocacy with state systems to improve outcomes for homeless families, and convene partners to improve coordination.

The mission of the Department of Neighborhood Development (DND) is to make Boston the most livable city in the nation by working with communities to build strong neighborhoods through the strategic investment of public resources. DND oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and support services to homeless individuals and families, dispose of city-owned property, and develop innovative new housing policies and programs to support Boston residents.

Brief Job Description (essential functions of the job):

The Advisor on Family Homelessness role will staff the Special Commission, drive the documentation and implementation of Boston's strategies to prevent and end family homelessness, drive advocacy with state systems to improve outcomes for homeless families, and convene partners to improve coordination.

Responsibilities:

- Staffs the Special Commission on Family Homelessness and document its works.
- Utilizes the Commission to inform the development of Boston's strategies to prevent and end homelessness among families, including action steps for the Continuum of Care.
- Drives the implementation of the Commission's plan to end family homelessness in partnership with the Boston Continuum of Care's community of providers and leadership structures.
- Drives advocacy with state systems to improve outcomes for homeless families.
- Convenes and coordinates Boston's extensive family shelter provider network in order to improve coordination and support housing-centered efforts.
- Coordinates with the Boston Housing Authority so that targeted housing interventions across agencies prevent evictions in Boston.
- Coordinates and advocates with state systems of care to improve outcomes on complex cases and fix policy/system issues.

- Increases resources and supports the scaling up of Family Homelessness Prevention efforts lead by the Office of Housing Stability.
- Tracks the collective efforts to house homeless families and prevent evictions in Boston.
- Supports the work of the Coordinated Entry Steering Committee and other Continuum of Care leadership bodies, as needed, to ensure stakeholder input is incorporated into policy and implementation decisions; prepare periodic reports and updates to track progress of strategic goals and system performances.
- Understands other City department roles, identify cross-functional support, and engage necessary departments to accomplish work.
- Drives strategy and sets goals for housing development needed for ending family homelessness.
- Performs related work as required by the job.

Minimum Entrance Qualifications:

- Minimum of four (4) years of experience in policy development; program evaluation and design; stakeholder management, or related professional experience is required, including two (2) years in a project or program management capacity. Additional experience preferred.
- A bachelor's degree in Policy, Public Administration, Public Health, Business or Social Welfare/Work may be substituted for two (2) years of the required experience.
- Demonstrated ability to successfully implement and operate projects that rely upon multiple stakeholders from the nonprofit, government, and private sectors.
- Demonstrated ability to produce effective policies and procedures, training materials, and presentations.
- Excellent negotiation, communication, organizational, and interpersonal skills.
- Knowledge of public systems of care and resources for homeless populations in Boston and Massachusetts, including knowledge of HUD regulations and the Continuum of Care program.
- Working knowledge of administrative procedures including program requisitions, contract management and budget oversight.
- Homelessness disproportionately affects people of color, people with disabilities, and other populations; we strongly encourage applications from people who are members of marginalized communities.
- Preference will be given to candidates who have lived experience relevant to the work.
- Strong knowledge of Microsoft Office, Google, Salesforce and HUD reporting systems, such as HMIS and *e-snaps* preferred.
- Ability to speak and write languages other than English preferred.
- Willingness to work evenings, as well as weekends, throughout the city.
- Ability to exercise good judgment and focus on detail, as required by the job.

BOSTON RESIDENCY REQUIRED

Terms:

Union/Salary Plan/Grade: NU-26

Hours per week: 35