



## Job Description

### Street Outreach Coordinator

#### Job Summary

- The Street Outreach Coordinator works as part of the Advocates of Lake County's (ALC's) Bridge Housing Program. Under supervision from the Bridge Director, the Street Outreach Coordinator will be the first line of contact for individuals experiencing homelessness and housing insecurity in Leadville and Lake County. He/she/they will work to identify community members (adults, youth, and families) who are housing insecure, housing unstable, unhoused, or unsheltered through direct outreach activities and through reports/referrals from community partners. He/she/they will also ensure these efforts are coordinated with community partners who are also offering services to the homeless and housing insecure population in Lake County. Applicants should be self-motivated, detail-oriented, and able to relate to clients with a wide variety of lived experiences.

#### Essential Duties and Responsibilities

- Identify community members who are housing insecure, housing unstable, unhoused, or unsheltered through direct outreach activities and through reports/referrals from community partners.
- Initiate contact and establish a working interaction with unsheltered homeless for the purpose of providing assistance, attaining adequate shelter and/or housing, and accessing needed services.
- Conduct screenings and intake interviews of clients who are seeking housing.
- Work closely with Coordinated Entry Advocate to identify homeless clients who are eligible to obtain shelter and/or housing, and on case management of eligible clients.
- Serve on-call (along with Bridge Director and Coordinated Entry Advocate) for crisis response, and take appropriate action to deal with homeless emergency situations.
- Assist unhoused community members with obtaining transportation to shelter or services.
- Establish and maintain positive, productive working relationships with community partners, including local landlords, law enforcement, local non-profits, churches, and emergency services.
- Maintain client records, activity logs, and reports, and maintain confidential information appropriately and within stated time frames.
- Assist clients in completing applications for alternative/support services with other providers.
- Utilize Salesforce system to collect data, complete forms and document any future services

- Participate in regular team meetings, both within the Bridge Program and broader ALC team.
- Participate in bi-weekly case conferencing meetings with the Bridge and other non-profits.

### Preferred Qualifications

- Bilingual English/Spanish preferred (bilingual bonus offered).
- Familiarity with and understanding of issue around homelessness and housing insecurity, particularly within our Latine community.
- Strong understanding of Client-Centered Care, Motivational Interviewing, Trauma-Informed Care, Harm Reduction, and related approaches.
- Excellent interpersonal, collaborative and communication skills. Experience in establishing productive, transparent, inclusive relationships with partners.

### Requirements

- Able to pass background check.
- Valid driver's license, reliable transportation, proof of insurance and clean driving record.
- Some evening, weekend, and overnight availability.
- Able to respond to Lake County within 45 minutes of dispatch to fulfill on-call responsibilities.

### Physical Demands and Working Conditions

This role includes a combination of work performed in the field and work performed in a general office setting. Field work is substantial, and candidate must be able to be on their feet the majority of their work day, walk throughout the city if necessary, and lift up to 45 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role. ALC is an Equal Opportunity/Affirmative Action Employer.

### Career Track

This position is grant funded and dependent upon ongoing grant funding. The majority of the current grant funding for this position is currently scheduled to end in December 2026, though ALC expects the funding will continue indefinitely.

### Compensation

\$28/hour (2% bilingual bonus available). Competitive paid time off policy in addition to 11 paid holidays/year.

Currently a part-time position (25-32 hours per week), which is expected to transition to a full-time position as the program expands. ALC will repost the position when the transition to full-time occurs.

Please submit cover letter and resume to: [meagan@advocatesoflakecounty.org](mailto:meagan@advocatesoflakecounty.org).

**Acknowledged and Agreed:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_