**Sample Veteran Homelessness Initiative Coordinator**

Communities that are successful at ending homelessness often have a clearly identified leader for ending homelessness. This person acts as a champion, promoter, and coordinator of the various programs and key stakeholders. Ideally this person would report directly to the Mayor and have authority to make decisions and implement changes. Below is a sample a job description for this position.

**Job Title**

Veteran Homelessness Initiative Coordinator

**General Statement of Duties**

The Veteran Homelessness Initiative Coordinator provides leadership and coordination among city agencies, VA medical centers, veteran service organizations, the US Interagency Council on Homelessness (USICH), the Continuum of Care, homeless service providers, as well as other key stakeholders with the goal of ending homelessness among veterans by 2015.

This position will facilitate regular collaboration between these groups, working with them to measure, track, and report progress on ending veteran homelessness; evaluate policies and procedures in addressing veteran homelessness; assess system gaps and community needs; and provide direction to service provider agencies.

The Veteran Homelessness Initiative Coordinator is expected to assess trends in veteran homelessness and advise the Mayor and senior City administrators on policies around veteran homelessness and solutions.

**Essential Functions**

* Facilitate regular communication between city agencies, VA medical centers, veteran service organizations, USICH, the Continuum of Care, homeless service providers, and other key stakeholders
* Conduct outreach to partners and other stakeholders to increase collaboration and establish a shared visions and goal regarding ending veteran homelessness
* Work with partners to analyze gaps and opportunities in veteran homelessness housing and services
* Direct and coordinate the development, implementation, and evaluation of long and short-term strategic plans for ending veteran homelessness
* Work with city and state agencies, service providers, stakeholders, and constituents to develop and streamline policies and procedures to be applied across agencies addressing veteran homelessness
* Use a comprehensive approach to improve the services and interventions offered to homeless veterans
* Review and analyze agency budgets to assess areas of cost savings and make recommendations for possible reallocation of funds to ensure efficacy of resources to address veteran homelessness
* Analyze and articulate emerging issues affecting homeless veterans
* Act as administration’s point person on issues related to veteran homelessness, including working with City Council and state and federal legislators, responding to media requests, and working with and presenting to community groups
* Promote access to and effective utilization of HUD, VA, and mainstream programs by homeless veterans
* Assess training needs and contract consultants as necessary to ensure complete understanding of available resources