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September 29, 2021

TO: CO Homeless Leadership Coalition

SUBJECT: Notice of Position Availability

We are beginning to recruit for an Executive Director and a Case Manager position. We request that this letter and the attached Job Descriptions be posted on the HLC's website.

Interested persons may request an Application via email at info@covillages.org.

Applications for the Executive Director position will be accepted until 5 pm on October 15, 2021.
Applications for the Case Manager position will be accepted until October 29, 2021.

Please contact me at (458) 206-8682 or at chuck@covillages.org for any questions.

A handwritten signature in black ink that reads "Chuck Hemingway". The signature is written in a cursive, flowing style.

Chuck Hemingway, Program Manager
Central Oregon Villages

Job Description: Central Oregon Villages Program Manager/Executive Director

Reports To: Board President & Executive Committee

Directly Supervises: When hired, Village Manager(s), Camp Hosts, Case Managers

Status: Fulltime

Salary: \$45,000 per annum

Mission: To lead the creation of, and be in charge of the overall operation, one or more managed communities for unhoused persons in Bend that will be under the collective name of Central Oregon Villages. The village(s) will provide alternative shelter arrangements not currently available in Central Oregon.

Job Summary: This is a fulltime position that serves as a link between SquareOne Villages of Eugene and Bend Church (Methodist) and a link between local government entities and partner agencies and organizations serving the unhoused community in Central Oregon. The Program Manager will fulfill the mission of Central Oregon Villages in creating and operating, effectively and efficiently, managed villages implementing the village model of SquareOne Villages that has been adopted by Central Oregon Villages.

Desired Qualifications:

- Experience working with those who have been homeless or marginalized
- Demonstrated experience in administrative duties, community relations, and collaboration with multiple local community organizations and initiatives.
- Commitment to social justice for people living in poverty, and a thoughtful approach to strategies for achieving it. Interest or experience in living in community is a plus.
- Excellent interpersonal skills including ability to work effectively with people of diverse backgrounds, and ability to stay neutral and unbiased in approaching conflict
- Ability to maintain both empathy for clients in the program and personal boundaries
- Working knowledge of word processing, spreadsheet and data entry software
- Familiarity with identifying and applying for grants from public & private sources

Essential Job Functions:

- **Liaison with SquareOne Villages, Inc.** on implementing the village model and implementing best practices adopted and adapted from successful strategies used by SquareOne in villages it operates.

- **Carrying out Board Policies and Directives:** (1) Keep Board officers and directors timely and fully informed on all aspects of the operation of villages operated by Central Oregon Villages and respond timely to directives and taskings issued by the Board; (2) Manage the planning and implementation of existing and new projects in accordance with the mission and goals of the organization.

- **Supervision and Management of Employees and Volunteers:** (1) Managing the hiring, performance rating and firing, if necessary, of employees under the supervision of the Program Manager/Executive Director; (2) Coordinating work of volunteers.

- **Relationships with Partner Agencies, Organizations & Government Entities:**
 - With board assistance, working with an Advisory Board that will include subject matter experts, community and neighborhood groups in each of the villages that Central Oregon Villages may establish.
 - Coordinating closely with and being fully involved with the Central Oregon Homeless Leadership Coalition (HLC) and OR-503 Continuum of Care (COC) partner entities and organizations;
 - Working with service providers and agencies providing homeless services to develop and keep current agreements to provide services when each Central Oregon Village becomes operational;
 - Develop relationships with regional partners and governments, such as city and county governments in the tri-county Central Oregon area and the Central Oregon Intergovernmental Council (COIC) to expand opportunities for further villages throughout the region.
 - Interface with city officials, contractors and architects, if any, and provide technical and logistical support and executing other tasks necessary for moving forward construction of and maintenance of any villages of Central Oregon Villages.

- **Fundraising and Grant Responsibilities:** (1) Function as the principal person within the organization to identify grants that will ensure that the long-term financial needs of Central Oregon Villages are met; (2) Advise and assist the Board in fundraising efforts.

- **Other Duties as Assigned.**

Job Description: Central Oregon Villages (COV) Case Manager

Reports To: Executive Director/Program Manager

Directly Supervises: None

Status: Part-time to start but converting to Fulltime on or about Jan 1, 2022

Salary: \$35,000 per annum

Job Summary: This is a two-step job. The first step is to begin identifying potential villagers by going into the field to locate unhoused persons and conducting interviews and an initial screening of these persons and preparing them for interview by an Intake Committee. The second step will be that once villagers have been identified, to provide case management services to them by working with service providers and each individual villager on eliminating barriers that have led to or have kept these individuals unhoused and to move with them toward becoming permanently housed.

Desired Qualifications:

- Experience working with those who have been homeless or marginalized
- Demonstrated experience in collaborating with multiple local community organizations providing services to unhoused or marginalized populations
- Commitment to social justice for those living in poverty and a thoughtful, compassionate approach to achieving social justice for unhoused or marginalized populations
- Excellent interpersonal skills, including the ability to work effectively with people of diverse backgrounds, coupled with the ability to stay neutral and unbiased in approaching conflict
- Ability to maintain both empathy for clients in the program and to maintain personal boundaries
- Working knowledge of word processing, spreadsheet and data entry software, most particularly HMIS.

Essential Job Functions:

- Ability to collaborate with clients to plan, implement, monitor, and amend individualized services for each client in a way that promotes client strengths and advances client well-being
- Ability to engage in evaluation, ability to coordinate care, ability to advocate for options on behalf of clients
- Ability, on behalf of clients, to identify and coordinate linkage with agencies or organizations that provide critical services necessary to assist clients in returning to and maintaining self-sufficiency and moving toward becoming permanently housed

- Working knowledge of SPDAT and the Coordinated Entry system
- Ability to input data correctly and timely into the HMIS system
- Ability to maintain accurate records and case plans for individual clients and to maintain confidentiality of client records and case plans
- Ability to effectively manage a caseload of up to 20 clients