



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

*Dove, Inc. | 302 S. Union, Decatur, IL 62522 | [doveinc.org](http://doveinc.org) | [dove@doveinc.org](mailto:dove@doveinc.org)*

## **Homeward Bound Program**

### **Macon County CoC Community Resource Coordinator Job Description**

#### **JOB SUMMARY**

Responsible for identifying needs among the homeless population in Macon County and supporting Macon County Continuum of Care (CoC) member agencies in their work to end homelessness in our community. Providing supervision for the CoC Coordinated Entry and Outreach Team. Homebase office will be located at Dove-Homeward Bound, with rotating office hours at various CoC member agencies, including Heritage Behavioral Health, Empowerment Opportunity Center, and the Decatur Public Library.

#### **RESPONSIBILITIES AND DUTIES**

- Oversees the daily operations of the Coordinated Entry and Outreach team.
- Establish regularly recurring, scheduled office hours at CoC member agencies.
- Build and maintain strong relationships with clients based on respect and compassion.
- Refer clients in need to appropriate resources in the community using a warm hand off.
- Communicate, educate, and provide resources for community entities (businesses, restaurants, etc.) related to homelessness, mental health and substance use.
- Represents the Macon County Continuum of Care in local networks and collaborative efforts, including speaking engagements
- Communicate openly and regularly with homeless service provider staff at all CoC agencies about client needs and assist to make connections and fill gaps that will move individuals experiencing homelessness towards stable, permanent housing.
- Participate in the Macon County Continuum of Care CHAT Team by attending weekly meetings.
- Attend the Macon County Continuum of Care Governing Board monthly meetings.
- Attend the Macon County Continuum of Care Homeless Advisory Council bi-monthly meetings.
- Enters data in computerized system for tracking purposes
- Other duties applicable to the goal of the position.

#### **QUALIFICATIONS**

Applicants should have at least five years of successful experience, including volunteer work in human services. An academic degree in a related field may substitute for experience. Applicants should have problem solving and time management skills. Applicants should have knowledge of consumer skills, job readiness, housing, and health and wellness community resources.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. Applicants must be able to perform the following:

Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable to complete job responsibilities. Prior to employment all employees are subject to criminal background and drug screening as required by program grants and the Dove, Inc. Personnel Policy.

### **SALARY AND BENEFITS**

The introductory salary range for this position is from \$53,000 to \$56,000 per year with raises available each July 1<sup>st</sup> based on availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement and an Employee Assistance Program.

### **WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The Macon County CoC Community Resource Coordinator reports to the Dove-Homeward Bound Program Director. The program office is located at 788 East Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**  
**MAY 2023**