# PIT COUNT COORDINATOR JOB DESCRIPTION

The success of your PiT Count depends on a qualified and dedicated PiT Count coordinator. The following resource is a sample job description that may be useful to inform the recruitment of your local PiT Count coordinator. As part of this template, we have developed a list of suggested qualifications. This is just a guide; based on your local context and the expectations for your PiT Count coordinator, you may need to add to, remove or amend these qualifications.

## Sample Job Description

**JOB TITLE:**Point-in-Time Count Coordinator, **[Community Entity]**

**TYPE OF POSITION:Contract [insert]**

**HOURS OF WORK: [insert]**

**SALARY: [insert]**

## Overview:

The Point-in-Time Count Coordinator will plan and execute the **[community name]** 2018 homeless count at the direction of the **[Community Entity]** and the Point-in-Time Count Committee.

**[Insert description of the Lead Organization]**

## Summary:

In March-April 2018,**[community name]** will participate in the Point-in-Time Homeless Count supported by the Government of Canada’s Homelessness Partnering Strategy. The Point-in-Time (PiT) Count serves two functions: First, to count the number of people experiencing homelessness in **[community name]** over a specified period. Second, to gather information on the demographics and services needs of the local homeless population.

Through a snapshot of homelessness, the PiT Count will help us to better understandhomelessness in **[community name].** With successive counts, we can measure our progress in ending homelessness in our community. **[Insert additional benefits of a PiT Count]**

The PiT Count coordinator will plan and implement the**[insert community name]** PiT Count, in consultation with the PiT Count committee. The C=coordinator will be responsible for:

* Designing the PiT Count methodology, in compliance with HPS’ minimum requirements;
* Mobilizing the homeless serving-sector;
* Leveraging community support and participation;
* Recruiting and training volunteers;
* Ensuring the safety of volunteers and participant;
* Coordinating data input and analysis;
* Reporting regularly to the **[Community Entity**]; and
* Preparing the final PiT Countreport for submission to **[Community Entity].**

## Qualifications

### Educational Requirements:

* Post-secondary education with a specialization in project management, social work, community planning, health, and/or research will be considered an asset.
* Knowledge and expertise in one or more of these areas may be satisfied through a combination of education, training and/or previous experience.

### Experience Requirements:

* 2-3 years of experience in housing or homelessness, or a related field. Applicants must demonstrate an understanding of issues related to homelessness. Direct experience working with individuals experiencing homelessness is an asset.
* Experience coordinating community projects, programs or events .
* Familiarity with volunteer recruitment, training and management.

### Other Assets

* Knowledge of/experience with populations affected by homelessness. For example: families, IndigenousPeoples, LGBTQ2 Youth, racializedcommunities.
* Demonstrated ability to work with diverse partners, government and other stakeholders
* Experience in effective management of crisis situations
* Knowledge of survey design and/or quantitative research methods
* Experience working with the media
* Excellent oral and written communication skills
* Superior presentation and public speaking skills

Your complete application package must include a cover letter, resume, and the names of at least 3 work -related references. Please ensure that “PiT Count coordinator” is quoted in the email subject line. Submit applications to **[insert contact information].**

**Posted on:[insert date]**  **Closing Date: [insert date]**

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.