

**CITY OF SOUTH BEND, INDIANA**  
**SEEKING SERVICES FOR A FACILITATOR OF THE CITY'S HOMELESSNESS EFFORTS**

The City of South Bend is seeking services for a limited term, 12 months, contracted position to assist with the City's response to homelessness. The Facilitator of Homelessness Efforts will work to develop and implement specific efforts that respond to service delivery through education and outreach, funding, project development, coordination with internal and external entities, solicitation of partners, and documenting outcomes.

The Facilitator of Homelessness Efforts work will support City contributions to the goals of a broad plan to address homelessness. It will serve to establish and maintain a framework for activities to support City programs and projects while building a strong interjurisdictional effort, promoting collaboration among agencies, educational institutions, business, and community groups.

**Notice is hereby given that the City of South Bend, Indiana, is seeking services for a Facilitator of Homelessness Efforts. Electronic responses may be sent to [pmeyer@southbendin.gov](mailto:pmeyer@southbendin.gov).**

Interested parties can find the complete scope of services and instructions at <https://southbendin.gov/department/community-investment/neighborhoods/>. The information is available for free download at this web page. The opportunity will remain open until filled.

**DEPARTMENT OF COMMUNITY INVESTMENT**

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**CITY OF SOUTH BEND, INDIANA**  
**SEEKING SERVICES FOR A FACILITATOR OF THE CITY'S HOMELESSNESS EFFORTS**

The City of South Bend is seeking services for a limited term, 12 months, contracted position to assist with the City's response to homelessness. This position was one of the recommendations of a taskforce organized by Mayor James Mueller to address issues impacting the homeless. The Facilitator of Homelessness Efforts will work to develop and implement specific efforts that respond to service delivery through education and outreach, funding, project development, coordination with internal and external entities, solicitation of partners, and documenting outcomes. The Facilitator of Homelessness Efforts City contact person is the Director Neighborhoods in the Department of Community Investment of the City of South Bend, Indiana.

The work of the Facilitator of Homelessness Efforts will support City contributions towards the goals of a broad plan to address homelessness. It will serve to establish and maintain a framework for activities to support City programs and projects while building a strong interjurisdictional effort, promoting collaboration among agencies, educational institutions, business, and community groups. The following is required. Other duties may be required as reasonably expected:

- Develop/draft a multi-year plan, in coordination with the Neighborhoods team, the Mayor's Implementation Group, the Region 2a Planning Council and others to address services to persons experiencing homelessness.
- Develop, conduct, and participate in public outreach and educational programs.
- Research and develop grant proposals; seek out other funding sources for City supported homeless programs and projects as prioritized by the City.
- Assist with the development, coordination, and evaluation of projects to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations.
- Participate in the planning of services in areas such as prevention, early intervention, emergency, and other support services designed to permanently house the homeless.
- Understand the function of, and how efforts will work with, the Coordinated Entry process.
- Establish, maintain, and enhance cooperative relationships with landlords and property managers to increase the inventory of available properties for permanent supportive housing options.
- Collaborate with other local businesses, non-profits, and community groups in the coordination of any proposed project for delivery of services to the homeless.
- Assist in the assessment of community needs and the evaluation of actions using outcome data to determine effectiveness of program components and recommend program modifications as necessary.
- Provide reports on individual efforts as agreed.
- Make recommendations to ensure City policies and activities are coordinated with local, regional, state, and federal homeless programs.
- Serve as a City liaison, in conjunction with the Neighborhoods team, on homeless issues to civic groups, community, and philanthropic organizations and individuals.
- Participate as a non-voting City representative in Region 2a Planning Council meetings.
- Provide guidance to City departments to ensure programs and resources across all departments are aligned with the City's goals to address and end homelessness.

- Ability to work in an office and field inspection environment which may include exposure to adverse weather conditions.
- Ability to prepare and deliver clear and concise oral and written reports to various departments, City Council, commissions, and other community groups on s homeless issues.
- Complete other tasks as agreed.

Interested parties should submit a resume / summary of work experience and a cover letter via email to [pmeyer@southbendin.gov](mailto:pmeyer@southbendin.gov) "Facilitator of Homelessness Efforts" in the title. The cover letter should address the candidate's experience with:

- Specific work experience and/or understanding of persons experiencing homelessness
- the development, delivery, monitoring and/or evaluation of community programs
- management of complex programs/projects

Compensation will be commensurate with experience and anticipated to be \$65,000 - \$75,000  
The opportunity will remain open until filled. Shortlisted candidate(s) will be asked to provide references.