



ECHO Job Description

Job Title:	Housing for Health Legal System Manager
Department:	Homelessness Response System Strategy Department
Reports To:	Associate Director of Housing and System Advancement
Date Created/Revised:	04/28/2022
Salary Starts At:	\$55,000

Description of Work

This position provides leadership for system advancement and integration activities between the intersection of the homelessness response system and legal system. This position collaborates with ECHO leaders to define, plan, and deliver programs that require cross-functional coordination and management of several cross-sector business leaders and service providers. The Manager will work closely with Austin/Travis County area legal system and criminal justice partners to streamline housing and support services from partner agencies to people experiencing homelessness and people recently rehoused who display a pattern of recidivism.

Position Summary

This position is responsible for the oversight and management of the Criminal Justice system components as the intersect with the Homelessness Response System. The Housing for Health team focuses on ECHO's work in ending and preventing homelessness through the following strategies 1) Fostering cross-sector collaboration through building quality partnerships, 2) Fostering a healthier, more equitable community through building safe and inclusive environments that support well-being, improving social conditions and economic opportunities, and policies promoting collaboration and improving health, 3) Strengthening the shared goal of housing and the intersection with the criminal justice systems, service providers and those who have experienced the effects of criminal justice involvement.

This position will be dedicated to building cross-sector partnerships and integrating systems of care that intersect with and support the homelessness response system (HRS) and our community in ending and preventing homelessness in Austin/Travis County. This position builds on unique collaborations to leverage opportunities, strengths, and resources across systems, and to expand evidence-based practices and preventative services to improve the quality of life of all community members. Acting as a system connector, this manager will be responsible for exploring how to develop and share resources and build the system infrastructure required to collaborate more effectively with agencies outside and inside both the criminal justice and the homelessness response system.

Essential Functions

Cross-Systems Collaboration and Integration:

- Develop strategies and tools to solicit stakeholder feedback with particular attention to utilizers of the homelessness response system.
- Conduct qualitative and quantitative research and needs assessments with system utilizers and people with lived experience of homelessness in collaboration with internal research and evaluation staff.
- Develop strategic planning initiatives based on gaps and needs using data to inform system improvements and provide new processes to ensure coordination between Homeless Response System and Legal System.

- Create, participate and in various stakeholder groups including task groups, affinity groups, committees, and workgroups; develop and oversee the successful implementation of work plans
- Building and maintaining a database of issue-specific contacts, including experts, policy professionals, system practitioners, community leaders, persons with lived expertise, policymakers, and others.
- Developing shared guidelines and protocols with inter-agency collaboration at the program, organization, and policy levels; including joint strategic/policy documents.
- Collaborate with community stakeholder and homelessness response system governance committees to develop advocacy project and policy recommendations to increase housing stability for system utilizers with criminal justice involvement.
- Collaborating with various entities to identify shared resources, joint administrative processes, and joint planning.
- Provide training and technical assistance for community stakeholders and service providers to decrease stigma and increase long-term housing stability for system utilizers with criminal justice involvement.
- Develop an action plan and annual calendar of activities for cross training and peer training across various systems of care that support a diverse range of community stakeholders (e.g., direct service providers, agency leadership, local and governmental agencies, local politicians, and other advocates).
- Support the Housing for Health team, in collaboration with the City of Austin/Travis County Legal System, to build local advocacy campaigns that advance the system's criminal justice policy priorities
- Develop content for internal and external purposes, such as funding proposals, issue briefs, research and policy summaries, and reports
- Monitor local and national legal issues that impact the HRS and area interest groups to track their priorities, flag opportunities, and assess places where staff or intern resources are needed to support and align the work.

Work Environment

This job operates in office settings and is currently 100% remote. Employees are required to use their personal cell phone for business purposes. This position does require commuting throughout Austin/Travis County for various stakeholder meetings, when applicable. Proficiency in using Microsoft suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology is needed.

Physical Demands

This is a somewhat sedentary role; however, some activities will require local commuting. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type and Expected Hours of Work

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand. This position may be required to be on-call to support partner relationships related to urgent matters (e.g., natural disasters)

Travel

Position will require the ability to use a personal vehicle and/or public transportation to commute locally. Some travel is expected for this position both locally and to national conferences.

Qualifications and Experience

- ECHO encourages applicants with diverse life experiences to apply – especially persons having experienced social or economic adversity and/or having lived experience of homelessness.
- Those with degrees in fields related to Public Health and Health Sciences, Social Work, Human Services, Criminal Justice, Public Administration, Healthcare Administration, or other Behavioral Science degrees are welcomed to apply; **any extensive and applicable work or volunteer experience and/or educational credentials to perform the above duties successfully are highly encouraged to apply in lieu of degree credentials.**
- Knowledge and understanding of the impact of white supremacy culture on institutions serving marginalized populations and comfort challenging institutional racism within the homelessness response system.
- A strong understanding of power dynamics and analysis of positional power; and the ability to organize with community stakeholders to strengthen and advance collective power.
- Demonstrated, practical understanding and analysis of race, equity, power, diversity and inclusion principles within various settings (agency, community, and system levels).
- Must be able to directly work with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Experience working in settings to develop a deep understanding of homelessness in the context of cross-sector services and collaboration including but not limited to healthcare (e.g., medical, behavioral), criminal justice or other community-based social services dedicated to persons at-risk of homelessness requested.
- Critical thinking skills with an ability to identify, collect, and interpret relevant data for incorporation into educational materials, with an emphasis on increasing stakeholder buy-in and motivation toward supporting system-wide goals and strategic planning.
- Experience providing technical assistance and designing capacity building programs for homelessness service providers; including program design and outcome evaluation

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for this job and may change at any time with or without notice.

ECHO Core Mission Values

Ideal candidates will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

To Apply

Interested candidates are to submit the application materials to the Associate Director of Housing and System Advancement at jazzmenmcpeters@austinecho.org: 1) resume, 2) cover letter, and 3) contact information of 3 persons who have knowledge of your character, experiences, and/or abilities and can serve as references. Cover letter must also include how the candidate's experiences and perspectives on equity and diversity make them a qualified candidate. If applicable, candidates are encouraged to

include how homelessness has impacted their own lives – including personal lived experience of homelessness currently or in the past. Eligible candidates may be required to complete additional job application materials.

Signatures

This job description has been approved by all levels of management:

Director _____ Date: _____

Executive Leadership _____ Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.