Job purpose

We are seeking a creative, thoughtful and committed individual to work with the team at The Road Home to help end homelessness for individuals and families in our community. The ES/Outreach Supervisor will lead a team in engaging, providing assistance and helping individuals who are living on the streets and in shelters to achieve their goals. The ES/Outreach Supervisor will assist clients in obtaining the resources they need to move into housing and to access supportive services. This position will provide front line services and outreach to clients on Rio Grande Street, Pioneer Park, and 500 West. Supervise ES/Outreach staff, as well as all administrative activities involved in providing emergency services and outreach to homeless and low income members of our community. Assist in providing direct client services such as bus tokens, State IDs, birth certificates, travel assistance, DI vouchers, and other employment related services to those in need. The position will direct clients to internal and community resources and will work to ensure departmental grant compliance and monitor grant spending. Collaboration with the community as a representative of The Road Home.

Duties and responsibilities

- Ensure that people in our community who come to us in need of ES/Outreach services are served compassionately and effectively.
- Supervise ES/Outreach teams and an AmeriCorps volunteer who provide services to approximately 100 individuals each day.
• Act as a liaison between ES/Outreach and the main shelter, Volunteers of America, 4th Street Clinic, Catholic Community Services, Salt Lake City Police Department and community partners at the Weigand Center. Ensure clear communication between ES/Outreach and outside entities.

• Oversee management of various departmental grants and ensure compliance of these grants in the department.

• Work with the IT team to ensure SET/ES data is updated and useful.

• Provide accurate reports and data when needed, including reports to local, state and federal authorities.

• Other duties assigned.

Qualifications and Experience

• Bachelor’s degree from an accredited college or university of equivalent

• Supervisory experience preferred

• Extensive knowledge of homeless population, community resources, and housing options

• Knowledge and experience in administrative duties including department management and supervision, reporting data quality, computer fluency, basic accounting and organizational skills

Instructions to apply

To apply, please email resumes@theroadhome.org. Please include the job title in the subject line.

*A pre-employment screening is required and includes job application, reasoning test, criminal background check and drug test.*