



POSTING NUMBER: HR24-0074

ISSUE DATE: 5/7/2024

TITLE: Government Representative 2 (Special Advisor, Atlantic City Homelessness Collaboration Initiative)

CLOSING DATE: 5/21/2024

DIVISION / OFFICE / UNIT: Housing and Community Resources / Office of Homelessness Prevention

LOCATION: Central Trenton Office/Atlantic City

SALARY RANGE: \$100,000.00

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Director of the Office of Homelessness Prevention (OHP), in the Division of Housing and Community Resources (DHCR) at the New Jersey Department of Community Affairs (DCA), the Gov Rep shall provide intergovernmental and interagency homelessness prevention and services coordination to the government of the City of Atlantic City (“City”) and will utilize the title “Special Advisor, Atlantic City Homelessness Collaboration Initiative” in execution of her or his duties.

The Gov Rep shall consult with and assist the City, and the local Continuum-of-Care (CoC), in evaluating options for conceptualizing, coordinating, operating, and executing homelessness prevention programs and strategies related to those programs, and the creation and engagement of groups of persons with lived experience and expertise (“PWLEE”). The Gov Rep will assemble municipal, non-profit, healthcare, Casino and other stakeholders to co-create a substantive plan to address and reduce unsheltered homelessness in the City over a three-year period and ensure the City has a system of internal controls and processes to ensure programs are not duplicative. The incumbent shall also advise on the potential budget impacts of homelessness prevention programs and obtainable fiscal supports in furtherance of the tactical execution of that plan.

The Gov Rep will ensure that all Homelessness Prevention & Services Ecosystem (HPSE) activity is properly collected in the New Jersey Homeless Management Information System (NJ HMIS) and work with the City and provider landscape to improve data collection, data analysis, and data reporting practices aligned with the OHP’s Data-Driven Decision-Making – Organizational Enhancement Program (3DM-OEP). The incumbent will also keep abreast of research regarding best practices and advise stakeholders on potential impacts from changes in statutes and guidelines.

The Gov Rep will assist in any monitoring, auditing, or correction action activities by DHCR staff related to OHP grantees and provide guidance and technical assistance to all OHP grantees in the City. She or he will organize and conduct education/training workshops for program providers and represent the DCA OHP at meetings, conferences, etc. The incumbent will research and identify available funding sources to assist with regional HPSE efforts and establish business relationships with potential funding sources and stakeholders.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: Bachelor’s Degree; Master’s Degree or higher, preferred.

The Gov Rep will be expected to have the following professional experiences and skills:

- 5+ years of experience in program management, implementation, and evaluation of initiatives related to homelessness, housing, non-profit management, governmental operations, and/or social services.
- Experience assembling and facilitating groups of diverse stakeholders (e.g. government, non-profit, community members) to develop coordinated plans, programs, and strategies.
- Conceptual and operational knowledge of best practices in homeless services, housing, and mental health/substance abuse treatment.
- Experience with data analysis, performance measurement, and process improvement methodologies; Tableau/Power BI and advanced Excel skills required.
- Knowledge of funding sources and grant processes relevant to homelessness programs.
- Strong relationship building skills with experience managing partnerships and collaborations across agencies, organizations, and jurisdictions.
- Excellent communication and presentation skills and ability to synthesize complex information for broad audiences.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

ADDITIONAL NOTES: SAME APPLICANTS: If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

Position is Unclassified

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR24-0074
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer