Zero: 2016 Registry Week Campaign
Project Manager Job Description

BACKGROUND

- The City of Madison is committed to the goals of Zero: 2016 – Ending Veteran Homelessness by 2015 and Chronic Homelessness by 2016. The Zero: 2016 Workgroup is looking to hire an individual to implement Registry Week. The Zero: 2016 workgroup is made up of Homeless Services Consortium agency staff and volunteers who are assisting with this process with City staff taking the lead. The successful candidate must be available to work between March 30 and May 22. This effort includes recruiting and training community volunteers to interview homeless individuals sleeping in emergency shelter or transitional housing beds, as well as unsheltered homeless persons. The primary information gathered will be demographic data and answers to questions on the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT). The successful candidate will also be able to obtain a Wisconsin ServicePoint and ART license and will enter client data (and also coordinate with homeless services agencies to enter client data) gathered as part of the Registry Week activities.

The schedule for implementing this project is:

<table>
<thead>
<tr>
<th>Task</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicize limited-term job opportunity</td>
<td>February 23 – March 6</td>
<td></td>
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<tr>
<td>Applications due</td>
<td>March 6</td>
<td></td>
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<tr>
<td>Hire Registry Week Coordinator</td>
<td>March 18</td>
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<tr>
<td>Prepare a work plan and recruit &amp; schedule volunteers</td>
<td>March 30 – April 19</td>
<td>approx. 117 hrs.</td>
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<tr>
<td>Volunteer Training</td>
<td>April 19 – April 26</td>
<td>approx. 40 hrs.</td>
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<tr>
<td>Registry Week</td>
<td>April 25 – May 3</td>
<td>approx. 53 hrs.</td>
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<tr>
<td>Enter data and assist in prioritizing waiting lists</td>
<td>May 4 – May 22</td>
<td>approx. 110 hrs.</td>
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OBJECTIVE

- Develop a comprehensive by-name list and deeper demographic understanding of the homeless in Madison by bringing the Zero: 2016 Campaign Registry Week to our community and entering the resulting data from the vulnerability index list into Wisconsin ServicePoint (WISP), the local homeless management information system (HMIS).

TASKS

- While working independently, provide the overall coordination and support to implement a Registry Week for the purpose of interviewing all homeless single adults to collect demographic information and complete the Vulnerability Index – Service Prioritization Decision Assistance Tool. It is anticipated that the work will primarily take place in the greater-Madison area.
- Work with emergency shelter providers, transitional housing programs and outreach programs to schedule Registry Week interviews. Work with the agency staff to facilitate a dignified, confidential place to gather information on-site for the vulnerability assessment.
- Organize and train volunteers to conduct the registry. The volunteer list is to be put together strategically so as to involve a diverse group of community members. The general idea in volunteer recruitment is to develop a diverse volunteer group who through this experience may bring subsequent resources to the solutions table. Also recruit HSC agency staff and volunteers to enter client data into WISP.
- Secure a donated facility to house the Registry Week effort from which to coordinate volunteers.
- Through all activities related to implementing Registry Week respect the dignity of each homeless respondent.

PAY - $15.00 per hour, up to 320 hours total
All applicants must fill out the Porchlight Application for Employment. The successful applicant will be an employee of Porchlight but will receive day to day supervision through the City’s CD Division. The Registry Week Coordinator must be able to supply their transportation and phone, however, mileage and fees are reimbursable. A laptop computer will be available for use during the term of this project.

**TO APPLY**

Please complete the Porchlight Job Application and on a separate sheet submit answers to the following questions (please limit your response to no more than 2 pages):

- Describe your experience with recruiting, training and overseeing the work of volunteers.
- Describe your experience and knowledge of working with persons who are homeless, including those who have mental health and alcohol/other drug issues.
- Describe your experience planning and implementing an event.
- Describe your experience writing press releases and working with the press, as well as experience utilizing social media to advertise an event.
- Provide any additional information about yourself that highlights your experience that makes you the best candidate for this position.

Electronically submit application materials by Noon, Friday, March 6th to both of the following:

Karla Jameson, Porchlight, Inc. kjameson@porchlightinc.org and

Sue Wallinger, City of Madison swallinger@cityofmadison.com

Interviews will be scheduled for March 9 through 16. It is anticipated that the successful applicant will be offered the position around March 18.