



United States Interagency Council on Homelessness (USICH) Job Announcement/Profile

November 2020

Background:

The U.S. Interagency Council on Homelessness (USICH) is hiring a Policy Director. The position will be involved in policy work within USICH, with our federal partners, and in support of work happening across the country. We are seeking a candidate who has subject matter expertise in homelessness and in the respective portfolios of our federal agencies, especially the work of HUD, HHS, Education, Labor, and other agencies on the Council. We are seeking a candidate who has expertise in populations such as families with children, veterans, chronic homelessness, and/or youth, and expertise in best practices and evidence-based solutions for ending homelessness. We are also seeking a candidate who brings specific skills and experience in performance management, project management, policy development, and research.

The Policy Director will work as part of USICH's policy team. Led by the Director of Policy Initiatives and ultimately by the Chief Operating Officer and Executive Director, the policy team is responsible for the implementation and any amendments to the *Federal Strategic Plan*, reporting on progress, and measuring performance within USICH and for the Council as a whole. The policy team manages the convening of the Council and its subgroups. In addition to managing relationships with the agencies that belong to the Council, the policy team manages strategic partnerships with national advocates and nonprofits. The policy team has responsibility for managing USICH communications, including publication of all major documents, the website and social media, speeches, and media. We manage a clearinghouse for research and information about solutions to homelessness.

The Policy Director must be passionate about the mission of the USICH and be committed to achieving the goal of ending homelessness. The Policy Director must be a recognized leader in their current position and demonstrate excellent writing and presentation skills, strategic planning and implementation skills, ability to build collaborative relationships, and ability to execute in a complex, high energy environment. The Policy Director should have proven experience working on and building effective teams as well as supervising staff. S/he must be able to foster innovation and create change within government. S/he must have the professional experience to work effectively with senior officials in the highest levels of government and be comfortable working at both a high policy level and a deep level of detail.

In addition to the Director of Policy Initiatives, the policy team includes another policy director, and a policy analyst, and possible graduate level interns. The policy team works very closely with the Communications/External Affairs team; the National Initiatives team, which includes Regional Coordinators that represent USICH in communities across the country; and the Finance and Administration Team; who are all led by the Chief Operating Officer.

USICH Title of Position:

Policy Director

Salary Grade, Range and Job Family:

USICH positions are GS-graded.

Physical Location(s) of Job:

This position is located in the immediate office of the Interagency Council On Homelessness (USICH) in Washington, DC.

Who will the Position report to?

Director of Policy Initiatives

With whom does this position interact?

Interactions	Estimated % Of Time Spent
<i>External clients</i>	40
<i>Internal clients and peers</i>	35
<i>Direct reports</i>	20
<i>Staff (below directs)</i>	0
<i>Contractors</i>	5

Number of direct and indirect reports:

Directs: Varies. The policy team includes a program assistant and 2 full-time, and 1 half-time management and policy analysts, as well as possible graduate level interns. (This position may have supervisory responsibilities, depending on the skills and areas of expertise of the candidate.)

Titles and locations of direct reports:

Professional and/or support staff; Washington, D.C. office

Education and Qualifications:

Advanced degree preferred; college degree minimum. Minimum of 7 years of related work and experience in the areas of housing, homelessness, and other social service sectors or systems change. Minimum of 5 years in a leadership role is preferred. Minimum of 5 years supervision experience.

More specifically, the position calls for an incumbent who demonstrates the following specialized knowledge, skills, and experience:

- ✓ Expert level knowledge and mastery of public systems that serve people at risk of and experiencing homelessness. Demonstrated understanding of research as well as principles and implementation of policy and practices that apply evidence based and innovative solutions (e.g. housing first model) to homelessness.
- ✓ Expert knowledge of federal homeless and housing programs along with the federal

- budget process, governing laws, regulations, methodologies, and/or policies to include technical knowledge of issues surrounding homelessness.
- ✓ Comprehensive understanding of federal and state programs that provide housing, public benefits programs, healthcare, employment programs, and programs and services for persons with disabilities.
- ✓ Understanding of strategies and programs that can be employed to serve specific subpopulations; (i.e. chronically homeless, veterans, families with minor children, youth)
- ✓ Excellent public speaking, verbal, and written communication skills.
- ✓ Demonstrated experience engaging, convening, facilitating, and coordinating diverse stakeholder groups.
- ✓ Expert knowledge and experience with strategic planning.
- ✓ Involvement with systems reform.
- ✓ Ability to be responsive to numerous concurrent requests and set priorities; and
- ✓ Ability to brief and engage senior level government officials.

What minimal technology will be used in this position?

Must be fully PC literate using Microsoft suite of standard products to include Outlook, Word, Excel, and PowerPoint.

Key Roles for this Position:

Director level support of Mission, priorities, and strategies of the Agency.

How Much Travel Will Be Required?

Local and overnight travel may be required.

Major Duties and Responsibilities:

- ✓ Provide senior level knowledge and direction. Improve impact of Federal agency programs to prevent and end homelessness, in consultation to the Director of Policy Initiatives and Executive Director and the Council.
- ✓ Share leadership for implementation of the *Federal Strategic Plan*. Assume leadership for designated objectives, strategies, and population groups.
- ✓ Establish and maintain effective, strategic, and supportive relationships with Federal agencies. Facilitate coordination of the Federal programs and activities available to assist state and local governments and private sector parties to prevent and end homelessness.
- ✓ Represent the Agency and the Council in meetings with other Federal agencies, Congress, State and Local officials and private sector parties.
- ✓ Participate in communications strategy development and implementation, including development of materials required by Congress or that advance understanding of strategies to prevent and end homelessness and how they can be implemented in communities across the country.
- ✓ Manage strategic development of agendas, supporting materials, and the process of convening the Council, the Council’s Policy Group, and other subgroups.
- ✓ Execute performance management within USICH and with the Council on effective implementation and impact, including analysis of gaps, development of alternate strategies, and effective communication of progress against the goals and objectives of the Plan.
- ✓ Perform other tasks as requested by the Executive Director, Chief Operating Officer, the Director of Policy Initiatives, and the Council including assisting in briefings, organizing and

- conducting meetings, and official speaking engagements involving various stakeholder groups.
- Develop and implement management systems and procedures necessary to assure that the policies, programs, goals and objectives of the Council and the Executive Director, Chief Operating Officer, and Director of Policy Initiatives are achieved.
- Assign and review work products, keep staff informed of the policies, procedures and goals of the Director of Policy Initiatives, Chief Operating Officer, Executive Director and the Council.
- Supervise staff that are within areas of responsibility.
- Other duties and/or special projects, as assigned.

How much decision-making latitude is accorded this position?

As defined by Director of Policy Initiatives. Seeking candidates with decision-making experience that is sensitive to the needs of the team, critical partners, resource allocation, and impact.

Factor Level Descriptions:

The incumbent reports directly to the Director of Policy Initiatives, who provides broad policy guidance in terms of Council's goals and objectives. The incumbent is expected to exercise professional, independent judgment in carrying out assigned duties and responsibilities and to initiate assignments which assist in implementing the Council's mandated responsibilities. The incumbents are expected to use originality and creativity in formulating and carrying out work plans and to assume full responsibility for interpretation and application of the findings and development of recommendations for action by the Director of Policy Initiatives, Chief Operating Officer, Executive Director and Council members.

Requires ability to plan, organize, prioritize, and perform work independently with often diverse and competing priorities. Skill in interpersonal relationships, including the ability to communicate effectively, orally, and in writing with all levels of management and staff including those outside the organization. Ability to research and analyze data, and to prepare documents in preparation for meetings, conferences, and for other uses.

Guides for duties performed include verbal instructions, style manuals, handbooks, and established office procedures, policies, and regulations.

The work involves a variety of processes and methods. The incumbent assumes standard responsibilities for prioritizing work, taking initiative to produce routine work products, as well as completion of special projects and assignments. The work directly affects the overall accomplishment of the Council's mission, strategies, goals, and objectives.

Personal contacts are generally with the employees of Council, member agencies, other federal, state, and local and stakeholder entities, and the general public.

The work is primarily sedentary; some walking and light lifting within the work area may be required.

Application Information:

Please email a cover letter which includes your availability, your resume and salary history to jobs@usich.gov.

Additionally, in your cover letter, please outline:

1. Your subject matter expertise as it relates USICH member agencies and Federal Strategic Plan
2. Expertise as it relates to areas of homeless policy; and,
3. Your skills and experience in at least one of the following three areas: data analysis and performance management; project management; communications.

Announcement is open until position(s) filled.

Position duty station is Washington, DC.

USICH is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

This position requires a background check; must be able to successfully pass and maintain clearance.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.

Position includes a 1-year probationary period in which incumbent can be terminated without cause.

Relocation expenses are not authorized.

Full-time position with federal government benefits.

The Federal government offers several exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities.

This position is exempt from the Fair Labor Standards Act and not in a bargaining unit.