



POSITION: Lived Experience Coordinator

JOB CLASSIFICATION: Full-Time, Temporary

SALARY RANGE: \$15/hour

LOCATION: Tulsa, OK

REPORTS TO: Director of Outreach & Engagement

OVERVIEW

Housing Solutions seeks motivated professionals who want to use their talents and skills to make a difference. As the lead agency in the HUD-funded Tulsa County Continuum of Care, we coordinate and manage over \$3 million annually in federal, state, county, and city funds for programs providing shelter, housing, and services to people experiencing homelessness.

A Continuum of Care (CoC) is the group organized to carry out the responsibilities for a defined geographic area. Responsibilities of a CoC include coordinating the implementation of a housing and service system within its geographic area that meets the needs of the individuals and families who experience homelessness there. A CoC is also responsible for designing and implementing the process associated with applying for federal funds for their community.

A CoC is composed of representatives of organizations including: nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

THE OPPORTUNITY

The purpose of this role is to embed lived experience insights in Tulsa's HUD Continuum of Care, A Way Home for Tulsa, to achieve best practice and real-world relevance of the work. You would be part of a collective impact team made up of individuals from several organizations.

The Lived Experience Engagement Coordinator will assist in planning and coordinating the engagement of people with lived experience of homelessness and justice involvement in



CoC activities. People with lived experiences of homelessness and justice involvement typically have the best understanding of the reality of our work to prevent and end homelessness – both in terms of the problems that exist and the knowledge of the services and interventions that are the most effective solutions. This is why it is so important to meaningfully and intentionally integrate them into the decision-making structure of our work at the system and program level.

The Lived Experience Manager reports to the Director of Outreach & Engagement. The role is for 6 months, with the possibility of extension subject to funding.

KEY RESPONSIBILITIES

- Lead the integration of Lived Experience (LE) perspectives in the A Way Home for Tulsa collaborative, Tulsa's CoC.
 - Assess opportunities for inclusion of LE perspectives across all areas of the work
 - Make recommendations for the inclusion of LE voices in CoC activities, including task forces and special projects
- Ensure systems and processes support LE inclusion
 - Conduct a review of LE policies and procedures and make recommendations for improvements
 - Develop resources to support LE inclusion with audiences that may require training where appropriate
- Manage the participation of people with lived experience of homelessness and criminal justice involvement
 - Deliver end to end inclusion of LE voices in activities - including outreach and recruitment, management and peer mentorship, communication, and support of individuals
 - Facilitate meetings of PAG and YAB, including development and coordination of meeting documents and materials

REQUIREMENTS FOR SUCCESS

- Minimum Education Requirement: HS Diploma or Equivalent
- Lived experience of homelessness
- Demonstrated experience supporting vulnerable people that may include LE of homelessness and/or criminal justice involvement to share their opinions and inform specific projects



- Proven capability to provide insights that drive systems change, ideally with experience in individual advocacy in the homelessness and criminal justice spaces
- Knowledge of the homeless and criminal justice sectors and demonstrated ability to network and liaise with partner organizations
- Strong communication skills and the capacity to convey complex ideas simply and distill experiences to inform policy
- Experience in meeting planning/facilitation and event planning
- Ability to work flexibly, independently and as part of a small, driven team
- Self-awareness, ability to manage stress and established processes for self-care

WORKING ENVIRONMENT

The working environment will be a hybrid of work in the field and the office/home. Will require some flexible hours for night and weekend events.

DIVERSITY & INCLUSION

Housing Solutions is an inclusive employer. We celebrate diversity and strive to reflect the community in which we work, to better serve our clients. We welcome and encourage applications from Women, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

As such, if you require any adjustments to submit your application, we invite you to get in touch via email [housingstulsa.org](mailto:housingsolutions@housingstulsa.org), using the subject line: **Lived Experience Coordinator inquiry**.

NEXT STEPS

To be considered for this opportunity, please email your resume to evelez@housingstulsa.org.