

Partners with Lived Expertise Specialist JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Partners with Lived Expertise (PWLE) Specialist is responsible for engaging, recruiting, and supporting individuals with lived experience of homelessness to actively participate in the development, implementation, and evaluation of the Sacramento County Continuum of Care (CoC) homeless response system. The Specialist will ensure that the voices of those with lived experience are central to decision-making processes, contributing to a more equitable, effective, and compassionate response to homelessness.

The current priorities of the PWLEC include:

- Creating better access to housing resources and services regardless of race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status.
- Increasing the numbers of unsheltered persons that receive permanent housing as well as supportive services to treat trauma, mental and physical health, and life skills to maintain permanent housing.
- Ensuring partners with lived expertise continue being heard, seen, acknowledged, and uplifted to positions of power to create change.
- Making an organic, lasting, and transformative change, via advocating for those without a voice to provide a greater shift in serving historically excluded and exploited people and continuing to move the work forward.
- Dismantling structural and institutional discrimination within our local homelessness response system and beyond.

The Core Services that this position will provide input into are as follows:

- Engaging PWLEs in HRS improvement efforts.
- Leading the HRS to evaluate and ensure a racially equitable homeless response system.
- Developing and maintaining best practice provider training program and curriculum.
- Managing the CoC Board and Committee Meetings, participation, and infrastructure.
- Evaluating the effectiveness of systems and processes inclusive of the client's experience.

This position is in accordance with key responsibilities as outlined in the Specialist series. SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This is a hybrid position and will require you to report to the office periodically.

Essential Duties and Responsibilities include the following:

- **Program and Policy Development**
 - Inclusive Policy Design: Develops and implements policies and programs that center the lived experiences of individuals who have experienced homelessness, ensuring their active involvement in the assessment, planning, and execution of homeless response initiatives.
 - Trauma-Informed Practices: Ensures that all engagement with PWLE is conducted in a trauma-informed manner, respecting the dignity and emotional well-being of participants while recognizing their valuable contributions.
 - Equity and Empowerment: Integrates the principles of equity, inclusion, and diversity into all aspects of program development, ensuring that PWLE have meaningful decision-making power at all levels of the organization.
- **Training and Development**
 - PWLE Training Programs: Develops and implements training programs for individuals with lived experience to enhance their skills in areas such as public speaking, advocacy, and leadership. This

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includes providing resources for professional development and ensuring that training is tailored to meet the unique needs of PWLE.

- Staff Training on PWLE Engagement: Provides training and capacity-building opportunities for SSF staff and partners on best practices for engaging with PWLE. This includes training on cultural humility, trauma-informed care, and the principles of equity and inclusion.
- Continuous Learning: Establishes a continuous learning environment where PWLE and staff can regularly update their knowledge and skills, ensuring that the organization stays at the forefront of best practices in homeless services and PWLE engagement.
- **Community Engagement and Relationship Building**
 - Recruitment and Onboarding: Leads the recruitment, onboarding, and orientation processes for individuals with lived experience, ensuring that they are adequately prepared and supported to contribute effectively to SSF's mission.
 - Facilitation of PWLE Committee: Facilitates the PWLE Committee, organizing meetings, setting agendas, and ensuring that the committee's recommendations are integrated into the CoC's strategic goals.
 - Collaborative Partnerships: Establishes and maintains collaborative partnerships with PWLE and other stakeholders, fostering an environment of mutual respect and shared responsibility in the fight to end homelessness.
- **Project Management**
 - Committee Participation and Contribution: Serves as a key member of various workgroups and committees, including:
 - Language Accessibility Workgroup
 - Shared Housing Workgroup
 - Racial Equity Committee, Project Review Committee (as a voting member), and Rank & Review Panel for the HUD CoC NOFO
 - Core Equity Team: Contributes to the examination of data to create more equitable assessment tools and prioritization standards, and help develop training and support methodologies within CAS.
 - Access Point Revisioning Team: Assists in developing more comprehensive, equitable, and accessible entry points to housing and services within CAS, including policy and procedure development as well as training and support.
 - CAS Core Development Team: Collaborates with City and County partners to review and revise policies and procedures related to sheltering and CAS.
 - Housing Problem Solving Training: Implements and facilitates training for providers, supporting both training and implementation efforts.
 - PWLE Committee Liaisons: Serves as liaisons to various CoC committees, ensuring consistent and effective communication.
 - SSF CalAIM, Regionally Coordinated Homelessness Action Plan, and Community-wide Standards Projects: Participates in SSF's efforts related to these projects.
 - Public Funders' Collaborative: Engages in SSF's efforts related to public funding and collaboration.
 - Project Coordination: Uses project management tools like Asana to provide status updates, coordinates with other SSF staff, and manages special projects as they emerge.
- **Communications**
 - Transparency and Accountability: Maintains clear and consistent communication with PWLE, providing regular updates on how their feedback is being utilized and ensuring their contributions are visible and valued.
 - Advocacy and Education: Acts as an advocate for PWLE within the CoC, educating staff, partners, and the broader community on the importance of PWLE engagement and promoting a culture of inclusivity and respect.

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- **Support and Coordination**
 - Comprehensive Support Services: Provides comprehensive support services to PWLE, including transportation, childcare, and access to technology, to ensure their full participation in SSF activities.
 - Compensation and Administration: Oversees the compensation process for PWLE, ensuring they are fairly compensated for their time and contributions, and manage all logistical aspects of their engagement, including scheduling and project management.
- **KPI Tracking and Reporting**
 - Monitoring and Reporting: Tracks and reports key performance indicators (KPIs) related to the engagement of PWLE, including their participation in decision-making processes, the diversity of participants, and the integration of their feedback into policy changes. Reports these KPIs to relevant stakeholders on a monthly basis.
 - Feedback and Evaluation: Regularly collects and evaluates feedback from PWLE regarding their satisfaction with SSF programs, using this data to inform continuous improvements in service delivery and program design.
- **Other Duties and Responsibilities**
 - Regular, predictable attendance is required.
 - Ability to get along and work effectively with others.
 - Other duties may be assigned.

Ideal candidates will possess the following knowledge, skills and abilities:

- Strong understanding of trauma-informed care principles.
 - Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
 - Proven ability to facilitate meetings and lead committees effectively.
 - Strong organizational skills, with experience in project management and KPI tracking.
 - Commitment to social justice, equity, and the empowerment of marginalized communities.
 - Proficiency in using project management tools like Asana or similar platforms.
- **Other Qualifications:** Applicants with lived experience of homelessness are strongly encouraged to apply. We believe that individuals who have firsthand experience navigating the challenges of homelessness bring invaluable perspectives and insights to our work. Your unique experiences and understanding of the issues facing those we serve will be integral to shaping and improving our programs, policies, and strategies aimed at ending homelessness in our community.

Education and/or Experience:

An Associate's (A.A.) degree or completion of equivalent credit units from an accredited college or university is required preferably in behavioral science, business administration, social work, humanities, public administration, social science, career counseling, vocational development or a related field or six months to one year related experience and/or training; or equivalent combination of education and experience. Bachelor's degree in a related field (e.g., information systems, social work, public administration) preferred but not required or equivalent work experience. Bachelor's degree in social work, public administration, or a related field preferred. Minimum of 3 years of experience working in homeless services, community engagement, or a related field, with a strong emphasis on equity and inclusion. Equivalent experience may be considered.

Compensation and Benefits:

Compensation range \$27.54 - \$40.80/hr; Planned maximum is at the mid-range at hire, DOE. Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

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To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.