OPEN TABLE NASHVILLE

HOUSING. HEALING. HOPE.

JOB DESCRIPTION
Winter Canvassing Lead
CONTRACT POSITION

Position Summary: When temperatures drop to 32 degrees or below, Open Table Nashville activates winter canvassing in the downtown area. With the support of OTN's winter canvassing coordinator, the winter canvassing lead will lead volunteer groups to locate and check on unhoused individuals. The winter canvassing lead will share the responsibility of leading canvassing teams on the evenings OTN's winter canvassing coordinator is unavailable to go out.

Description of Duties

A. WINTER CANVASSING RESPONSIBILITIES

- Communicate with OTN's winter canvassing coordinator to determine canvassing availability and schedule.
- On nights you are leading canvassing, pick up needed supplies from OTN offices.
- Circle up volunteers at designated meeting point to go over needed instructions for the evening and distribute supplies to volunteer groups.
- Navigate streets downtown on foot and in vehicles to locate and check on unhoused individuals.
- Distribute cold-weather essentials such as hand warmers, heavy socks, gloves, hats, blankets, and sleeping bags.
- Transport individuals to emergency cold-weather shelters.
- Remain in communication with volunteers throughout the evening, providing support and troubleshooting any issues.
- Use a non-judgmental, compassionate approach to engage individuals experiencing homelessness without forcing compliance or decisions.

B. DATA RESPONSIBILITIES

- Keep track of and log your miles so mileage reimbursement can be provided.
- Collect needed tracking information from canvassing volunteers and submit to OTN's winter canvassing coordinator.
- Document any incidents that occur and submit them to OTN's winter canvassing coordinator.

Skills Required

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- Experience in homeless outreach or homeless services and/or case management in a related field.
- Demonstrated compassion for people who have experienced trauma, discrimination, and oppression.
- Strong interpersonal skills and the ability to develop relationships with empathy and boundaries.
- Knowledge of (or willingness to be trained in) trauma-informed de escalation tactics, motivational interviewing, and other forms of evidence based practices and trauma-informed care.
- Self-motivated, flexible, and the ability to collaborate with others to creatively solve problems.

Minimum Qualifications

- Bachelor's degree in human service-related field and/or 1 year of direct service experience with people experiencing homelessness, OR any equivalent combination of experience/education from which comparable knowledge, skills and abilities have been gained.
- Driver's license, working vehicle, and automobile liability insurance required.
- Flexible evening availability, including weekends. (canvassing operates 7-10pm)
- Adhere to OTN policies and procedures.
- Alignment with OTN's Mission Statement and Core Values: compassion, dignity, integrity, community, and solidarity.

Benefits and Compensation

- This is a contract position beginning December 1 through March 31 that pays $20/hour.
- While we cannot guarantee a certain amount of hours in a given week, the goal is to have the coordinator and the lead split the week between them on canvassing nights. Staying in communication with OTN's winter canvassing coordinator at the beginning of each week will be critical.
- Mileage reimbursement provided for nights out canvassing.

Interested applicants should submit a cover letter and resume to Allie Wallace at allie@opentablenashville.org