

## 2007 Santa Clara County Homeless Count

# Street Count Worker Job Description

The Street Count Workers are responsible for thoroughly surveying their assigned deployment area and accurately tallying the number of homeless individuals and family units that they observe on the streets, in vehicles, or in makeshift shelters (such as tents or tarps). The Street Count Workers are organized in teams of two persons, comprised of one homeless worker who is paid \$10 per hour, and one volunteer. Each team should have access to a vehicle and a cell phone.

Street Count Workers use the following forms:

- Street Count Training Guidelines
- Street Count FAQ
- Hold Harmless Agreement
- Street Count Area Maps
- Street Count Tally Sheet

The Street Count Workers arrive at the deployment site at the pre-designated time. Either map assignments will be predetermined or Street Count Workers are to look at the large area map and determine which deployment areas they are most familiar with. Once the Team Captain gathers that information from all Street Count Workers, the Team Captain creates the two-person teams and makes deployment area assignments. Street Count Workers then follow directions given to them by their Team Captains, who will lead the Street Count work.

Before deploying, the Team Captain leads the census participants through a review the highlights of the training that they have previously attended, paying special attention to the safety precautions. They also review the use of the Tally Sheet, and are given pencils and clipboards holding the Training Guidelines, FAQ, Deployment Maps, and Tally Sheets. They are instructed to call the Team Captain, at the number listed on the Tally Sheet, if they run into any difficulties while out in their deployment area. Before leaving to do the census, all Street Count Workers are asked to sign the Hold Harmless Statement.

The Team Captain and Street Count Workers briefly strategize on an approach to covering their assigned areas, planning to cover the entire area on foot, by car, or a combination of both. They then proceed to traverse all the streets and alleyways, keeping track of auto mileage. When they observe people who appear to be homeless, they mark the Tally Sheet in the appropriate section. Street Count Workers mark the Tally Sheet clearly, and make erasures thoroughly, so that there are no ambiguities. Street Count Workers use the “Note:” section of the Tally Sheet to record any uncertain information, such as “undetermined number of people sleeping in vehicle.” Street Count Workers remember to observe only, and not to approach the people they encounter.

When the assigned area has been thoroughly surveyed, the Street Count Workers return to the deployment site. The Team Captain reviews the paperwork with them, reviews with them any special notations they have made, and confirms whether or not all of the deployment area was covered. Once satisfied with the work, the Team Captain finds the name of the Street Count Worker on the Training Sign-in Sheet. If the name is located, the homeless worker is entitled to \$20 for attending the training. The Team Captain then pays the Street Count Worker for the hours worked (and the training session, if applicable) and the volunteer for mileage.