

Job Title: Continuum of Care Housing Specialist and Coordinated Entry Lead

Responsible to: Director of Housing Initiatives

Job Summary: The Continuum of Care (CoC) Housing Specialist and Coordinated Entry (CE) Lead position will support the work of the Continuum of Care in a range of planning and administrative activities including managing the local Coordinated Entry process, providing staff and administrative support to the full CoC and CoC committees, and data-entry and data presentation using the Homeless Management Information System database. This position works closely with stakeholders and CoC/ Youth Homelessness Demonstration Funded Program (YHDP) funded projects to promote coordinated entry and increase access to services and housing for people experiencing homelessness.

Position: \$26.00-\$28.00 per hour. Non-exempt, full-time, 37.5 hours per week. Competitive benefits package including a cafeteria benefit plan and paid time off. Consistent with the Human Services Coalition's Hybrid Work Policy, a flexible, hybrid schedule (in-office and remote) may be possible.

Duties and Responsibilities:

Coordinated Entry:

- Develop and update as needed all Coordinated Entry (CE) policy and procedure documents
- Maintain a prioritized Coordinated Entry "By-Name" list of people experiencing homelessness using the Homeless Management Information System (HMIS)
- Facilitate monthly Coordinated Entry case-conferencing committee meetings including preparing agendas and taking notes.
- Provide timely appropriate referrals using the CE system to housing providers regularly and follow-up on the outcomes of those referrals with providers.
- Monitor the CE system to ensure the most vulnerable households are being served with an emphasis on equity.
- Serve as a point of contact for providers and clients looking for information about CE
- Maintain written records in HMIS related to CE including any referrals and their outcomes as well as information or updates from providers as part of case conferencing.
- Develop a strong working knowledge of CE partner provider agencies, especially housing or mainstream benefit providers.

CoC Staff Support:

- Provide administrative support to the committees of the CoC including assisting with scheduling, agendas and note-keeping duties.
- Conduct outreach, provide public education, deliver presentations, and represent the Continuum of Care, one-on-one with providers, in group settings, or with existing coalitions, committees, or partnerships.
- Assist with writing and submitting annual Continuum of Care funding application.

- Work with Director of Housing Initiatives annually to update by-laws, written standards and other policies, procedures or forms to ensure compliance with HUD regulations.
- Establish and support workgroups/committees to enhance collaboration and problem-solving.

Training, Technical Assistance and Data:

- Conduct regular Coordinated Entry and related trainings for CoC partner agencies
- Enter data into the CE project in HMIS
- Use HMIS to generate and present system-wide reports
- Participate in planning and executing the annual Point in Time Count

Other Activities:

- Maintain accurate and complete work files, including records, documentation, and other materials.
- Participate in Human Services Coalition activities and planning, including organization-wide and Housing Initiative program-specific tasks.
- Carry out other activities or responsibilities as assigned.

Required Qualifications:

- At least 1-3 years' experience in homeless response systems or with similar systems of care; including lived experiences of homelessness.
- Ability to facilitate meetings and group discussions.
- Experience with data-collection, review and/or analysis
- Strong facilitation and communication skills.
- Strong organizational and project management skills.
- Commitment to creating equitable and inclusive systems of care.

Preferred Qualifications:

- Ability to work with multiple stakeholder groups effectively, including community-based organizations, clients, and individuals with lived experience.
- Excellent writing skills.
- Excellent presentation and public speaking skills.
- Demonstrated knowledge of the not-for-profit sector, human or social services program delivery, and/or social care needs.
- Technical aptitude to contribute to systems design and assessment.