

Central Minnesota Housing Partnership, Inc.

Continuum of Care Coordinator Job Description

Job Title: Continuum of Care (CoC) Coordinator, Program Manager

Position Description: Provide leadership, coordination, oversight, and guidance to the Central Minnesota Continuum of Care (CoC)

Major Areas of Responsibility:

- Preparation, completion and submission of annual HUD CoC funding application
- Preparation, completion and submission of MN Housing CoC Planning Grant application
- Overall coordination and oversight of central CoC activities
- Monitoring the Central region's Coordinated Entry System (CES) and Homeless Management Information System (HMIS) to assure compliance
- Meeting reporting requirements of HUD and other agencies

Specific Responsibilities

1. Annual HUD Exhibit I Application
 - a. Prepare, review and submit a complete and timely application on behalf of the central MN CoC
 - b. Submit HUD LSA with as complete and accurate of data quality as possible
2. Coordination of Central CoC
 - a. Work with CoC chairs to plan and facilitate CoC Full membership, Advisory board and committee meetings to ensure all are working toward the goals in the CoC's annual plan, including providing support and follow-up between meetings.
 - b. Maintain an annual CoC Full membership list, seeking engagement of new members to assure membership is representative of required and desired stakeholders.
 - c. Work with CoC governance to develop and update governance policies and procedures including, but not limited to Coordinated Entry, HMIS, Written Standards, Prioritization Policy, Ranking Criteria, and Governance Charter. Assure consultation of CoC and ESG recipients and other CoC stakeholders in the process
 - d. Review of data and systems to ensure equitable access to housing
 - e. Provide guidance and interpretation to the CoC of HUD regulations/guidelines, contract language, procurement policies, and procedures
 - f. Provide training and technical support to CoC agencies and members
 - g. Work with member agencies on special projects to further the mission and goals of the CoC as needs arise
 - h. Coordinate with local, regional and statewide stakeholders while conducting CoC planning and coordination activities
 - i. Assure annual evaluations of CoC and ESG funded projects
 - j. Maintain records and CoC documents related to CoC planning including; minutes, agendas, attendance, performance reports, and evaluations

3. Oversee an annual Sheltered and Unsheltered Point in Time Count and Housing Inventory Count in central Minnesota, with reporting to HUD and CoC
4. Assure operation of the central region Coordinated Entry System (CES) that is compliant with funder requirements
 - a. Work closely with Coordinated Entry System Specialist
 - b. Provide supervision and support to Coordinated Entry System Specialist when needed
 - c. Monthly usage and outcomes reporting
5. Assure compliance with Homeless Management Information System (HMIS) in the Central region
 - a. Work with the local system administration to support and monitor agencies in order to assure complete, timely, useful, and quality data
6. Lead in the development, reporting and evaluation of annual System Performance Measures.
7. Attending meetings, trainings and outreach events
 - a. Participate in sub-regional Homeless Advisory/FHPAP Committees
 - b. Attend HUD webinars and other workshops and meetings to remain abreast of regulations regarding homeless issues and inform and align planning efforts.
 - c. Inform and educate potential partners regarding resources and local stakeholders critical to the development, design and success of housing and homeless programs.
 - d. Maintain relationships with HUD field office, state Minnesota Interagency Council and HUD technical assistance providers to communicate issues of concerns and work toward quickly resolving issues.
 - e. Provide data and information to state partners, agencies and the media to support education, awareness and funding requests.
 - f. Travel to local and statewide meetings on a monthly basis.

Job Requirements

- Knowledge of the following key components of a quality homeless response system: cultural competency, Housing First, harm reduction, client centered care, and data informed planning
- Ability to utilize technology applications for presentations, communication, evaluation, training, reporting, grant submission and budgeting
- Ability to communicate effectively both orally and in writing to individuals and groups
- A self-starter who is able to work independently, as well as in groups.
- Ability to professionally engage with agencies and individuals who have diverging options and viewpoints
- Organize tasks and manage time effectively
- Access to reliable transportation with ability to travel within a 4 hour radius of St. Cloud
- Willing to work full-time workweek, with approximately 70% office and 30% field time
- Must be able to sit for extended periods, some bending, reaching, and lifting up to 30 lbs.
- Must be willing and able to professionally represent the Central Minnesota Housing Partnership in communities and counties, with state and federal organizations, and other public activities.

Education and Experience

- Bachelor's Degree in a health, social service, business, or related field and three (3) years of work experience in program administration, development, evaluation, and/or contract administration OR;
- Five (5) years of work experience in program administration, development, evaluation, and/or contract administration
- Prefer experience and knowledge of homelessness, programs and services, etc.