

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **CoC Coordinator**

Supervisor: Director of Supportive Services

Classification: Exempt

Proposed Approval Date: November 2022

Updated: November 2022

SUMMARY:

The primary focus of this position is to provide overall planning support, management and coordination for CoC operations. This position is the primary contact for the Southwest Region CoC Board and external partners. This position will also support daily operations of the Coordinated Entry System to ensure compliance with federal requirements for this system.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree from an accredited college or university, preferably in the field of Urban or Rural Planning, Sociology, Communications, Public or Nonprofit Administration.
- Minimum of one year experience in program administration.
- Extensive organizational skills
- Good verbal and written skills.
- Good public presentation skills.
- Ability to handle and manage multiple tasks.
- Ability to work independently and be a motivated, self-starter.
- Ability to take direction from and work with a variety of people.
- Moderate computer experience: Microsoft Office (Word, Excel, Outlook, Access, Power Point).
- Ability to handle moderate mathematical calculations.
- Ability to work with the public, articulate ideas and work with differing cultural and economic backgrounds.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Continuum of Care Planning: Regularly convene an active, inclusive, and well-coordinated continuum of care planning process. Coordinate prevention, outreach, and supportive services. Identify goals, specific action steps, and strategies to achieve goals in ending chronic and other homelessness including long-term homelessness. Develop and implement discharge planning

policies to ensure that persons are not discharged from foster care, health care, mental health, or correctional institutions into homelessness. Track the number of emergency shelter, transitional housing and supportive housing beds or units available and new beds or units produced each year. Engage in statewide planning efforts for Heading Home Minnesota and implement and aligned CoC plan for the SW Region. Conduct an annual January sheltered and unsheltered count and assist in planning for and coordination of volunteers for the tri-annual Statewide Wilder Homeless Study survey. Identify gaps in housing for individuals and families with children, and the following subpopulations: chronically homeless, severely mentally ill, chronic substance abuse, Veterans, victims of domestic violence, and youth as well as long-term homeless. Implement and ensure participation in the Homeless Management Information System (HMIS). Ensure enrollment and participation of homeless persons in mainstream programs. Assess progress in reducing homelessness by tracking permanent housing outcomes. Prioritize and rank viable projects for funding based on need.

Coordinated Entry List Management: Manage overall implementation of CoC's Coordinated Entry System (CES) as defined by CoC policies and HUD regulations. Provide oversight and daily management of regional CES priority list per CoC policies. Conduct compliance monitoring for CES partners, manage HMIS data quality processes, and report to CoC. Assist HMIS users as needed with technical assistance to implement CES procedures in HMIS.

Grant Writing: Identify and monitor funding sources that will provide resources for supportive housing capital, services, operations and rental assistance. Write grants for specific projects as needed. Commit to the development of project applications to access the Continuum of Care region's full pro rata share and maximum eligible bonus of McKinney Vento Continuum of Care Homeless Assistance funds. Draft annual HUD Consolidated Application and CoC planning grants.

Reporting: Monitor and report to funders on the progress associated with the development of supportive housing. Collect data and progress reports from development partners, property managers, etc. Prepare quarterly progress reports that provide updates on the progress of the workplans submitted to funders. Submit monthly reports on the outcomes of work.

Project Development: Work with communities and other housing providers to identify need and create supportive housing units. Assist the Director of Supportive Services in supportive housing specific planning. Work with funders, developers and service providers to establish project budgets and determine feasibility.

Capacity Building: Identify service gaps with providers and around the region and seek to fill those gaps. Identify groups capable of either providing supportive housing services or supportive housing development within the region. Evaluate the capacity of each organization and develop relationships with potential partners.

Community Representation: Represent the Southwest Minnesota Continuum of Care and the Southwest Minnesota Housing Partnership in communities, counties, state and federal

organizations, foundations and all other public activities at the direction of the CEO, COO or the position's supervisor.

Travel: Travel within the region frequently (daily), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Operating Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date