

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Continuum of Care Coordinator

Reports To: Program Manager or Director

Supervises: Interns and Volunteers

FLSA Status: Exempt

Pay Grade: 4

General Duties:

- Provide support, facilitation, and direction to the IL-503 Continuum of Care (CoC), to support the body's mission to end homelessness in Champaign County through a coordinated network of resources for individuals and families who are homeless or at-risk of becoming homeless.
- The Coordinator – Continuum of Care is responsible for coordinating efforts across the CoC membership to support the CoC goals and the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act regulations.
- Building and maintaining collaborative partnerships with CoC membership and affiliates, working very closely with the CoC Executive Committee.

Specific Duties and Responsibilities:

- Maintain CoC membership compliant with the HEARTH Act, including executed Memorandums of Understandings (MOUs).
- Conduct orientation for all new CoC members.
- Participate in webinars and trainings addressing CoC business and work, debriefing membership regarding the knowledge gained and necessary action items. At minimum, this will include in Housing Urban Development (HUD)

sponsored webinars, conferences, and trainings; and Supportive Housing Providers Association calls.

- With guidance from the CoC Executive Committee, develop CoC board and CoC Executive Committee meeting agendas.
- Record minutes of the CoC Executive Committee meetings.
- Maintain up to date information on the CoC webpage, including meeting dates and meeting minutes.
- Manage all responsibilities of the annual Point in Time (PIT) count, both unsheltered and sheltered count.
- Complete the annual Housing Inventory Count (HIC).
- Coordinate and support efforts of the CoC Monitoring Committee.
- Maintain working knowledge of services and programs for households who are homeless or at risk for homelessness in Champaign County.
- Support efforts to maintain up to date information of homeless specific services in the Champaign County 211 system, completing no less than quarterly reviews of the inclusion of homeless services in the Champaign County 211 system; prompting and encouraging organizations to maintain up to date information in the system.
- Coordinate trainings to enhance the work of CoC membership organizations and to meet CoC mandates, including annual non-discrimination training for full CoC.
- Lead and support a continuous quality improvement process focused on the IL-503 Coordinated Entry System (CES).
- Attend and share information regarding the CoC efforts at other community meetings (LAN, Community Coalition, Human Services Council, etc.)
- Prepare funding matrices related to the CoC Notice of Funding Application (NOFA) and Emergency Solutions Grants (ESG) allocations to support funding decisions.
- Responsible for the completion of the annual IL-503 System Performance Measures report and reviewing the information with the CoC.
- Responsible for completion of the IL-503 application for CoC program funding.
- Prepare and submit the IL-503 collective ESG application and submit to the Department of Human Services (DHS); serve as the liaison with DHS for the IL-503 ESG programs.
- Work with CoC member organization representatives and Homeless Management Information System (HMIS) Administrator to generate meaningful data for review and use by the IL-503 CoC.

- Support efforts of the CoC strategic workgroups.
- Prepare CoC letters of support.
- Prepare quarterly reports of progress of goals.
- Maintain a list of CoC policies, coordinate necessary reviews and updates of policies according to the HEARTH Act, and work with CoC Executive Committee to implement new policies as necessary, including preparing draft policies.
- Conduct regular outreach in the community with goal of increasing membership diversity and participation.
- Demonstrates openness to constructive feedback about personal work habits, with a focus on continuous improvement of job performance, and growth in terms of professional development.
- Attend training as required by supervisor.
- Participate in individual supervisions, and other committees/meetings as requested/assigned.
- Share information and resources with team.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Maintain up to date work schedule in Outlook calendar.
- Other duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree preferred in social service, education, or related area. Combination of education and training may be considered.
- Skills in public speaking, networking, and training.
- Ability to pass criminal background check.
- Strong background in customer services and human services.
- Valid driver's license and ability to travel throughout Champaign County.
- Ability to attend community meetings, provide program information at community meetings, provide formal program presentations, and collect and share relevant meeting information.
- Knowledge of homeless service programs, including eligibility and application process.
- Ability to handle program and customer information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and the IL-503 CoC and to implement in everyday work.

- Ability to exercise judgement in interpreting data, applying legislation, and making recommendations and decisions when limited guidance is available.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Ability to react to change productively.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to communicate effectively both written and orally.
- Ability to complete timely and accurate documentation.
- Ability to function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to set work priorities and organize effectively to meet deadlines.
- Proficient in English (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Ability to perform computer skills needed to complete grant applications, data entry and timesheets.
- Ability to obtain program specific certification(s) within twelve months.
- Ability to attend program meetings and/or training as required.
- Ability to work a flexible schedule including periodic evenings and weekends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide facilitation, support, and direction to the IL-503 Continuum of Care
- Develop program related manuals, procedures, and documents
- Travel to meetings, training, and other social service sites
- Provide community based, outreach work approximately 60% of workweek
- Complete program related functions sitting/ standing at a desk approximately 40% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- Leadership
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making

- Ethical Conduct
- Time Management
- Interpersonal Skills
- Motivation to Succeed

Work Environment:

- Office work will be performed in an open cubicle environment, often involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.
- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile.

Disclaimer:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may, or may not, be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Signature of Employee _____

Date _____

Creation Date: 5/16/19