T A R R A N T C O U N T Y H O M E L E S S C O A L I T I O N

300 S Beach St, Fort Worth, TX 76105 | PO BOX 471638, Fort Worth, TX 76147-1406

817/509-3635 fax 817/719-9489 [www.AHomeWithHope.org](http://www.AHomeWithHope.org)

**Date:** 04/27/2020

**Position:** Director of CoC Planning

**FLSA Status:** Exempt



**Job Status:** Full Time

**Reports To:** Executive Director

**Supervises:** CoC Planning Coordinator(2)

The Director of CoC Planning leads all planning and CoC management activities for our local Continuum of Care. The Director leads a team in charge of all community-wide planning, performance evaluation, federal funding applications, CoC partner relations and the allocations and ranking process for our community. This position is responsible for fostering community-wide alignment and partnership to ensure our community continues to perform well and at the national and local level. The position leads continuous quality improvement in our community and works to facilitate community collaboration and high performance in all interventions in the housing crisis system of care.

This position requires high energy, strong professional, interpersonal, presentation, and motivational skills. The candidate must have the ability to communicate effectively to a variety of audiences, coupled with a patient, ego-less approach to customer support and troubleshooting. The candidate must have proficiency in the use of personal computers and various software applications as well as the ability to provide technical assistance by telephone, email, and face-to-face contact. The ideal candidate must be both a leader with exceptional communication skills and a team player, have a well- disciplined, organized approach to time and task management, and exhibit qualities that illustrate a dedication to meeting the data needs of organizations working to prevent and end community homelessness.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Oversee the annual collaborative application to HUD
* Maintain ongoing working knowledge of programs, funding streams, and participation requirements for programs serving homeless individuals
* Remain informed of current and pending HUD policies and standards, as well as other local, state, and federal regulations and guidelines for the implementation homeless and housing programs
* Use data to inform planning activities, including ongoing analysis to identify trends
* Submissions of the Housing Inventory Chart, Point-in-Time count, and HMIS Annual Performance Report
* Oversee the annual Point In Time Count
* Provide on-going technical assistance for new and existing programs
* Acts as a community representative for TCHC’s CoC Management Services, supporting positive working relationships with a diverse group of customers
* Coordinate and facilitate relevant committees and ongoing meetings
* Strong analytical, interpersonal, and presentation/ facilitation skills along with ability to communicate clearly and simply (both oral and written)
* Experience developing policies and procedures to guide program implementation
* Experience managing contracts and ensuring program compliance
* Represent Tarrant County Homeless Coalition (TCHC) in a professional manner at all times
* Desire and commitment to prevent and end homelessness
* Maintain high ethical standards

**EDUCATION**

Bachelor’s degree from an accredited, four-year college or university with major course work in social work, education, public administration, business administration, or related field required. Master’s degree in Social Work, Human Services or related field preferred.

**EXPERIENCE**

* Professional experience managing homeless programs
* Professional experience supervising professional staff
* Professional experience in grants management, compliance, and reporting
* Advanced experience with Excel and data analysis
* Experience with Permanent Supportive Housing, Rapid Rehousing and Continuum of Care funded programs
* Basic computer skills and knowledge of Microsoft Office and Adobe Acrobat required
* Ability to learn and fully use HMIS software within the first 90 days of employment
* Clear a criminal background check in compliance with the Continuum of Care’s HMIS data security standards
* Excellent oral and written communication skills
* Previous project management experience with demonstrated organizational skills and ability to manage multiple project budgets and deadlines

**WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required.

**STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

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| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate. |

**OPEN DATE:** May 7, 2020

**CLOSE DATE:** May 17, 2020