Date: 10/04/2021

Position: CoC Planning Coordinator

FLSA Status: Non-Exempt

Job Status: Full Time

Reports To: Director of Planning

Supervises: None

The CoC Planning Coordinator works closely with the CoC Planning Director to build a system and support partners in ending homelessness in TX-601. The CoC Planning Coordinator leads: customer service for partner agencies, program performance monitoring, technical support, systems level monitoring, and committee meetings. The CoC Planning Coordinator supports programs in continuous quality improvement as needed. The CoC Planning Coordinator leads the development and implementation of one initiative at a time to improve the homeless service system and end homelessness in TX-601.

Successful applicants for this position will possess strong planning skills, project management skills, meeting facilitation skills with consumers and providers, and will hold subject matter expertise and knowledge that will support the continued development of a plan for ending homelessness for TX-601.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Account Management, Program Performance Monitoring, Evaluation & Technical Support:**

* Provide reminders, coaching, and guidance for assigned accounts (CoC-funded programs) to ensure punctual submission of annual performance reports.
* Conduct quarterly performance evaluations for grant recipients to provide opportunities for program compliance and performance improvement
* Support partner agencies in continuous quality improvement to meet CoC goals

**Coalition Meetings & Training**

* Attend, Coordinate, and facilitate CoC Committee/Sub-committee meetings, and CoC Planning Meetings to meet CoC goals

**Continuum of Care Related Activities**

* Build relationships with partners to support system initiatives
* Lead the development and implementation of one initiative at a time to improve the homeless service system and end homelessness in TX-601 using data and relationships.
* Assist with policy development for the CoC
* Assist with organizing and planning the annual point in time count of the homeless, including volunteer recruitment, training, and data collection
* Support the CoC Planning Director in activities of the annual NOFA
* Other duties as assigned

**EDUCATIONAL EXPERIENCE**

* Bachelor’s degree required from an accredited, four-year college or university with major course work in social work, business, or related field;
* Master’s Degree in Social Work, Public Administration, Business Administration, or related program preferred
* Three years or more of professional work experience with direct responsibility for grant/program compliance, including Code of Federal Regulations (CFR), client records, performance reporting, rent calculations, etc.
* Candidates must clear a criminal background check in compliance with the Continuum of Care’s HMIS data security standards.

**COMPETENCIES**

* A demonstrated desire and commitment to prevent and end homelessness
* Excellent oral and written communication skills
* Independent problem solving and decision making
* Excellent customer service orientation to both internal and external relationships
* Knowledge of and experience in human services
* Strong analytical skills
* High degree of computer literacy including excellent command of Microsoft Office and Adobe Acrobat, as well as web-based interface applications such as Zoom, Web-ex, Zoom Grants, and Survey Monkey
* Work collaboratively across TCHC departments to achieve goals together
* Cultivate and foster strong relationships with key stakeholders
* Ability to learn quickly and implement knowledge quickly.
* Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
* Valid Driver's License or the ability to travel throughout the County in a timely manner.

**WORK ENVIRONMENT**

Transient or non-traditional work settings may include traveling, working from home, conducting onsite meetings, occasional office setting, or any combination.

Occasional after-hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must 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.

**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.  |