Date: 3/29/2023

Position: Coordinated Entry DV Coordinator

Job Status: Full Time

Reports To: Coordinated Entry Operations Manager

Supervises: University Interns (If a licensed social worker)

The Coordinated Entry DV Coordinator will partner with the Operations Manager to oversee the Coordinated entry system. Specifically, to assist domestic violence (DV) providers within the CoC. The goal of Coordinated Entry is to end homelessness as quickly as possible by following a standardized and evidence-based approach. The coordinator will oversee and manage housing matches through Coordinated Entry. The coordinator will work with community and DV CoC partners in the form of Arlington and Youth Case Conferencing meetings. Additionally, the coordinator will help the Operations Manager with special projects and initiatives that arise and as necessary.

The coordinator is responsible for assisting with Coordinated Entry compliance as it relates to housing matches. The coordinator will be using the Coordinated Assessment System (CAS) to manage housing matches as individuals/families navigate through the housing process. Regularly communicating with service providers on housing match progress is a key component to compliance and should be a daily task of the coordinator.

At least half of the DV Coordinator’s time will be spent with DV service providers within the CoC to train and support. This includes in-person visits to DV shelters and agencies. The DV Coordinator should be comfortable with and understand this type of setting. Respecting client confidentiality and safety based on VAWA best practices must be followed.

Additionally, the coordinator will follow, research and encourage best practices in homeless services and HUD guidelines, includes staying current on national trends regarding Coordinated Entry, domestic violence services and the housing first philosophy. In person and virtual trainings with community partners on Coordinated Entry, housing best practices and HUD guidelines will be lead/facilitated by the coordinator as needed.

Ultimately, the coordinator is responsible for not only helping to manage the Coordinated Entry system day to day, but also should work to facilitate growth and improvements in the Coordinated Entry System. Using the information and insight gained from community partners and DV CoC partners, the coordinator will help facilitate change and improvement within the Coordinated Entry Process and the larger CoC. The coordinator should be able to communicate and listen effectively to many different community and CoC partners, bringing concerns and suggestions to leadership for possible redress and implementation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Manage the CAS and Warehouse HMIS database systems.
* Ensure that CoC partner agency employees comply with Coordinated Entry process in CAS.
* Create agendas for and facilitate Arlington, and Youth Case Conferencing.
* Lead monthly in person best practice training on Coordinated Entry topics.
* Manage and update cohort list deemed necessary.
* Maintain effective relationships and communication with CoC partners.
* Provide regular feed-back to management regarding the Coordinated Entry process
* Participate in RRH, PSH, Veteran, Youth, Emergency Shelter and Arlington case conferencing.
* Participate in Coordinated Entry implementation meetings/workgroups as needed.
* Improve data quality in HMIS systems (CAS and Warehouse).
* Create new housing programs in CAS as required.
* Manage housing programs and assignment details in CAS.
* Collaborate with other TCHC departments as needed to address issues/barriers.
* Performs all other HMIS-related services as needed.
* Complete other duties as assigned by supervisor.
* Always represent the CoC in a professional manner
* Maintain confidentiality of clients served
* Maintain high ethical standards
* Commitment to empowering others
* Conviction about the capacity of people to grow and change
* Establish a respectful relationship with community partners
* Work collaboratively with other colleagues and/or service providers
* Work independently
* Maintain professional boundaries
* Excitement for future projects and new ideas as they relate to ending homelessness

**EDUCATIONAL EXPERIENCE**

Bachelor’s Degree in human services field required; degree requirement may be waived in lieu of case management experience in homeless services or DV shelter services.

**COMPETENCIES**

* Desire and commitment to prevent and end homelessness
* Strong communication skills
* Strong training skills
* DV shelter experience
* Leadership qualities
* Managing competing priorities
* Basic knowledge of Microsoft Office and Excel
* Basic computer skills
* Learn and utilize ETO and Green River software system within the first 90 days of employment

**WORK ENVIRONMENT**

Office, home and in person training setting. Periodically, time will be spent in DV shelters or with outreach teams doing training and workshops for CoC partners.

**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.

To apply send your resume to: [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org)

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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. |