



JOB TITLE: Systems Change Coordinator

DESCRIPTION:

The Systems Change Coordinator supports communities in the Texas Balance of State Continuum of Care (TX BoS CoC) in the implementation and evaluation of local Coordinated Entry processes. Coordinated entry is an important process through which people experiencing or at risk of experiencing homelessness can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed using a standardized assessment tool, and quickly connect to appropriate, tailored housing and mainstream services within the community or designated region. Coordinated Entry provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs

DESIRED QUALIFICATIONS:

Bachelor's Degree required; Master's preferred in public policy, public administration, social work, data analysis, program evaluation or related field. Relevant work experience considered in lieu of graduate degree.

3-5 years or related work experience required

Working knowledge or special training in HUD Continuum of Care planning

Working knowledge or special training in Coordinated Entry

Working knowledge of the dynamics of homelessness

Working knowledge or special training in systems change, collective impact,

Computer skills: Word, Excel, PowerPoint, Adobe Acrobat, and GoToWebinar

Ability to communicate effectively, both orally and in writing

Ability to conduct training workshops

Ability to work as a team member

Grant-writing experience is beneficial

Demonstrates experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes

Willingness to learn new concepts, keep an open mind

Passion for social justice issues and desire to work toward the goal of ending homelessness

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinated Entry Process Coordination:

Communicate at least monthly with Coordinated Entry Planning Entities (CEPEs) about implementation progress

Coordinate all aspects of Coordinated Entry in the TX BoS CoC

Conduct one-on-one technical assistance, as needed

Develop and update materials such as the Coordinated Entry Written Standards and trainings
Manage the Coordinated Entry workflow in the Homeless Management Information System (HMIS)
Produce monthly reports on Coordinated Entry implementation progress
Responsible for ensuring that assessors are trained appropriately
Regularly review project performance with CEPES
Engage in ongoing program evaluation and seek and implement innovative strategies for improvement
Assist communities in the expansion of Coordinated Entry to other systems such as healthcare, criminal justice, and employment

Continuum of Care Planning:

Communicate regularly and effectively with emergency, temporary, and permanent housing providers in the TX BoS CoC to address concerns, develop and implement strategies for engagement and compliance and engage in community outreach and education
Assist with the annual Continuum of Care Program Notification of Funding Availability (NOFA), as needed

WORKING CONDITONS:

Must be available to travel up to 30 percent of the time
Available for nights and weekends during large projects with advanced notice. Unlikely to be more than once per quarter.

PAY AND BENEFITS:

Pay commensurate with experience. Please include salary history.
Benefits provided include health insurance, dental insurance, and a retirement plan.
Flexible work schedule and opportunity to distance work.

HOW TO APPLY:

Email a cover letter, resume and three references to hr@thn.org no later than 9/30/19. Only those selected for an interview will be contacted.

We are committed to Employment Equity and encourage applications from all qualified candidates. THN is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English. People with lived experience of homelessness are encouraged to apply.