



JOB TITLE: CoC Performance Coordinator

DESCRIPTION

THN seeks to fill the full-time position of CoC Performance Coordinator. This position is an integral part of the planning team supporting federally funded agencies in the Texas Balance of State Continuum of Care (TX BoS CoC) to successfully operate Continuum of Care Program Projects. This position will develop and maintain a performance monitoring system for CoC Program funded housing projects in the TX BoS CoC. The purposes of monitoring are to assess how well services provided contribute to the TX BoS CoC's goal of making homelessness rare, brief, and non-recurring, to ensure compliance with relevant regulation (24 CFR 578), to evaluate efficiency of allocated funding, and the capacity of funded projects to improve outcomes for participants. This position works closely with the Emergency Solutions Grant (ESG) & Supportive Services for Veteran Families (SSVF) Coordinator and the Systems Change Coordinator to achieve strategic goals in the TX BoS CoC. This position is grant-funded and employment is contingent on the continued receipt of grant funds.

ABOUT THN

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 215 counties in the state.

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 of experience administering or operating Continuum of Care Projects, or equivalent combination of experience administering or operating other Federal, State, or Local Homeless Assistance Programs
- Experience working remotely
- Proficient use of virtual meeting software, Zoom, Adobe Connect, or similar software
- Knowledge and experience using various software to process information and analyze data. Experience and proficiency with Microsoft Word and Excel required. Experience and proficiency with the ClientTrack Homeless

Management Information System and HUD E- snaps portal strongly preferred

- Strong technical writing skills required
- Strong interpersonal skills and the ability to develop strong working relationships across sectors, both in-person and remotely
- Demonstrated project management experience and ability to collaborate with others to plan, implement and finish high quality projects
- Excellent communication skills, including ability to train groups, write reports, develop instruction guides, create training materials, and create and manage complex spreadsheets and reports
- Ability to communicate and analyze performance data to a wide variety of stakeholders to drive systems change and outcome improvement
- Passion for social justice issues and desire to work toward the goal of ending homelessness

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Track performance of CoC Projects through individualized (project) and system level analysis, and technical assistance
- Perform onsite and desk reviews of currently funded CoC Projects, and summarize those reviews for Project and HUD Field Office Staff
- Complete and track Quality Review Plans for projects requiring individualized Technical Assistance, including documenting activities associated with that plan
- Review required project reports including APRs for all CoC funded projects in the TX BoS CoC
- Provide implementation support to new projects when awarded and ongoing support to existing projects to address HUD/TX BoS CoC monitoring findings/concerns.
- Identify training needs for providers/projects; arrange for and /or develop training and TA materials for CoC projects
- Ensure compliance and fidelity to program requirements and support projects in best practices, such as Housing First, Progressive Engagement and other emerging best practices through technical assistance (TA) and support to all CoC projects as needed
- Analyze new HUD guidance and reference materials related to the CoC Program, the Homeless Management Information System, (HMIS) and the Coordinated Entry System, (CES) for impact on CoC funded projects and disseminate critical compliance information to grantees in a timely fashion
- Assist with and contribute to the CoC Consolidated Application and co-manage the Independent Review Team Process (IRT)
- Implement, develop, and maintain performance targets, reports and analysis for CoC System Performance Measures
- Work closely with the HMIS/Data team on performance related projects
- Other duties as assigned

WORKING CONDITIONS:

- Applicants must be able to work remotely as required
- Must be available to travel within Texas up to 25 percent of the time with 2 weeks' notice (current travel restrictions withstanding)
- Available for nights and weekends during large projects like the CoC Program NOFA, or other funding competitions. Unlikely to be more than once per quarter

PAY AND BENEFITS:

- This is a salaried position, starting at \$47,500, commensurate with experience
- Benefits provided include paid time off, health insurance, dental insurance, vision insurance, and matching 401(k) retirement plan
- Flexible work schedule and opportunity to distance work with supervisory approval

HOW TO APPLY:

Email a cover letter and resume to hr@thn.org no later than April 30th, 2020. Applications will be reviewed on a rolling basis and applicants selected for interviews contacted for interviews by May 8th, 2020. Please include "CoC Performance Coordinator" in the subject line of all communication about this position.

We are committed to Employment Equity, and we 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 those with a lived experience of homelessness, people of color, LGBTQ identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.