



**JOB TITLE: Barriers Fund Coordinator**

**DEPARTMENT: Texas Balance of State Continuum of Care**

**TEAM: Planning**

**REPORTS TO: Assistant Director of Planning**

**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. Additionally, THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the Texas Balance of State Continuum of Care (TX BoS CoC), which covers 215 counties in the state. We are a dynamic non-profit organization committed to designing and implementing community-wide policies and programs grounded in collaborative partnerships, data-driven decision making, as well as innovation, bold thinking, and creativity.

THN's Planning Team provides support to the TX BoS CoC in achieving strategic goals set by the CoC and carrying out the functions of a CoC that are legislatively mandated by the Department of Housing and Urban Development (HUD). The Barriers Fund Coordinator will establish and operate a Client Assistance fund to remove barriers to accessing housing for people experiencing literal homelessness as defined by the Department of Housing and Urban Development (HUD).

**DESCRIPTION:**

The ideal candidate is analytical, tech-savvy, understands database management, and is ready to learn new concepts as part of both a dynamic team and department. This position requires 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 support and troubleshooting. The ideal candidate must be both a leader with exceptional communication skills and a team player. The right candidate will have an understanding of systemic racism, the ability to spot trends in data, and the willingness to address inequities as they are identified. The ideal candidate must also have a well-disciplined, organized approach to time and project management, and exhibit qualities that illustrate a dedication to meeting the needs of people experiencing homelessness through organizations working in the TX BoS CoC to prevent and end homelessness.

**The position is funded through March 2022. The possibility of extension is dependent on continuing to receive funding.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Establishing the Barriers Fund**

- Analyze research for best practices in establishing and operating a barrier fund using nationally recognized experts and agencies operating these types of projects
- Research established barriers funds in the TX BoS CoC
- Coordinate with existing Barrier Fund administrators to develop draft policies and procedures for the TX BoS CoC Barriers Fund
- Develop Program policies promote equity and inclusion
- Develop accessible eligibility criteria
- Develop a monthly Client Assistance budget in coordination with the Director of Finance and Human Resources and Assistant Director of Planning
- Identify priority data elements for data entry and later analysis around Key Performance Indicators
- Develop internal Key Performance Indicators
- Develop marketing and outreach materials targeted to those least likely to apply without special outreach with a focus on equity and inclusion

**Managing the Barriers Fund**

- Manage the application process in Apply, the grant management information system for the TX BoS CoC
- Meet with the Community Investment Committee to make funding decisions
- Meet regularly with the Director of Finance and Human Services and the CoC Programs Assistant
- Perform outreach to entities in the TX BoS CoC regarding the Barriers Fund
- Ensure that the operation of this project furthers the goals of equity and inclusion
- Write annual performance reports regarding the Barriers Fund
- Develop and update easily digestible infographics and or community dashboards for funders or the general public
- Work in coordination with the Assistant Director of Planning to report progress to the Texas Department of Housing and Community Affairs (TDHCA)

**QUALIFICATIONS:**

- No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role
- Passion for social justice and a desire to work toward the goal of ending homelessness
- Basic understanding of Coordinated Entry and the existing Housing Crisis Response System
- Recent experience using Eccovia Solutions- ClientTrack is preferred, recent experience with another HMIS software will be considered
- Analytical and database management skills sufficient to evaluate data needs and identify next steps

- Proficient in Microsoft Office products (Word, Excel and PowerPoint) required, with an understanding of analytical tools in Excel (formulas, statistical functions, etc.) is preferred
- Proven ability to manage multiple projects simultaneously
- Strong ability to collaborate with others to plan, implement, and finish high-quality projects
- Excellent communication skills, both oral and written, and with all levels of management, staff, and external clients, especially those who are not well versed in computer technology
- Demonstrated ability to conduct analysis of large datasets
- Demonstrated ability to work with diverse stakeholders

#### **WORKING CONDITIONS:**

- Must be available to travel up to 15 percent of the time
- The position can be located anywhere in Texas, with preference given to people who live and work in the TX BoS CoC. A list of counties in the TX BoS CoC can be found [here](#)

#### **PAY AND BENEFITS:**

- \$47,500/year
- The position is funded through **March 2022**. The possibility of extension is dependent on continuing to receive funding.
- Benefits provided include health insurance, dental insurance, paid time off including parental leave, and a matching retirement plan.

#### **HOW TO APPLY:**

Email a cover letter, resume, and list of three references to [hr@thn.org](mailto:hr@thn.org) by 12:00:00 PM on Friday, June 26, 2020. Please include "Barriers Fund Coordinator" in the subject line. First round interviews will occur the week of June 29, 2020.

We are committed to employment equity and encourage applications from all qualified candidates. Priority consideration is given to people with lived experience of homelessness.

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.