



JOB TITLE: Emergency Solutions Coordinator

DEPARTMENT: Texas Balance of State Continuum of Care

TEAM: Planning

REPORTS TO: 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. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 215 counties in the state.

DESCRIPTION:

The Emergency Solutions Coordinator will support System Change efforts through coordination with Emergency Solutions Grant (ESG) Program recipients and subrecipients. The Emergency Solutions Coordinator provides technical assistance, education, and training to the recipients, subrecipients, and grantees of ESG program funding. The purpose of technical assistance is to catalyze system change, integrate stakeholders into the Coordinated Entry System and the larger Housing Crisis Response System, improve participation of ESG funded agencies in the Coordinated Entry System and improve ESG Recipients' overall performance in the TX BoS CoC.

At THN, we hope to create and nurture an organizational culture that challenges us as individuals and business-as-usual. Successful team members are comfortable with discomfort and push the organization towards equitable systems. CoCs play a critical role in structural racism. Therefore, all positions on the Planning team play an active role in the work internally and externally to decrease the disparate impact of homelessness within the TX BoS CoC. This position will assess, train and support projects to design and implement racially equitable projects that best serve people experiencing homelessness and actively participate in the THN journey toward race equity.

This position is grant-funded, and employment is contingent on the continued receipt of grant funds.



QUALIFICATIONS:

- Willing to engage in personal and organizational growth toward building equitable systems and responses to crisis
- No specific degree is required for this position. Interested candidates should highlight any education, work experience, or training they have received that will lend to this role
- Experience administering, operating or management of Emergency Solutions Grant Funding grants, or equivalent combination of experience administering or operating other and training Federal, State, or Local Homeless Assistance Programs, preferably 3-5 years
- Strong interpersonal skills and the ability to develop strong working relationships across community, public and private sectors, both in-person and virtually
- Strong 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
- Experience working remotely
- Proficient use of virtual meeting software, Zoom, Adobe Connect, Google Meet or similar software
- Knowledge and experience using various software programs to process information and analyze data
- Experience and proficiency with HMIS, strongly preferred
- Experience and proficiency with Microsoft Word and Excel required
- Strong technical writing skills required
- 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:

Performance Evaluation & System Change (50%)

Emergency Solutions Grant (ESG) Program

- Develop meaningful relationships with ESG Recipients and Subrecipients operating in the TX BoS CoC



- Develop an equitable process, policies and procedures for the State Emergency Solutions Grant Competition for the TX BoS CoC
- Develop process and procedures for Emergency Solutions Grant Subrecipients to ensure subrecipients are implementing best practices and meeting grant requirements
- Evaluate Emergency Solutions Grant Project Level Data in HMIS or Comparable Database as applicable
- Maintain the ESG Written Standards Template and work with ESG Recipients and ESG Subrecipients to ensure that their ESG Written Standards align with CoC Written Standards
- Work in partnership with Systems Change team to review, revise, and implement changes to Coordinated Entry policies and procedures
- Facilitate consistent communication with ESG recipients and subrecipients to monitor project effectiveness
- Conduct ESG Recipient Quarterly calls
- Maintain a relationship with the Texas Department of Housing and Community Affairs, the State ESG Recipient
- Conduct a monthly review of the Texas Department of Housing and Community Affairs Board Book
- Assist in the consultation with Consolidated Planning Jurisdictions that receive ESG Program-funding on their Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER)
- Work closely with THN's HMIS team, Data team, and Systems Change team to support ESG recipients and subrecipients with using ClientTrack, the TX BoS CoC Homeless Management Information System (HMIS), or a comparable database, reporting data, and participating in Coordinated Entry
- Develop and implement performance targets
- Develop an ESG specific performance scorecard
- Work with the Data Coordinator to ensure the Housing Inventory Count is completed for all ESG Funded Projects

TX BoS CoC Planning and Operations (50%)

- Produce, support, and participate in TX BoS CoC webinars, as needed
- Act as a change agent through one-on-one community coaching, relationship building and brokering, advancing equity and best practice



- Understand and share best practices from high-performing communities as a strategy for scale in the TX BoS CoC
- Provide support to the Director of Planning, Director of Engagement and Director of Data to accomplish Priority Projects
- Assist with and contribute to the annual CoC Program Notice of Funding Availability (NOFA) competition; during this period more than 25% of this position's time may be spent on the competition
- Interdepartmental collaboration with other TX BoS CoC Teams
- Participate in strategic planning and implementation of the CoC Action Plan, with a commitment to iteration and improvement
- Promote race equity in all aspects of homeless assistance programs
- Provide technical assistance to agencies to build capacity on blending anti-racism education with traditional best practices within homeless services (e.g., trauma-informed care, housing first)
- Plan and execute workshops centered on Racial Equity - building a common understanding of the collective benefits of racial equity and increase understanding of illegal discrimination, implicit bias, and institutional and structural racism.

WORKING CONDITIONS:

- Remote work is possible
- 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 ESG Program NOFA, 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 \$45,000 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 11:59:59PM on Sunday, September 19, 2021. Applications are reviewed on a rolling basis. Applicants selected for interviews contacted



for interviews by Friday, October 1, 2021. Please include "Emergency Solutions 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.