POSITION DESCRIPTION
HEARTLAND CONTINUUM OF CARE COORDINATOR

Objective

The Continuum of Care Coordinator leads the Heartland Continuum of Care (HCOC) provides support and facilitation to of system-level activities to reduce homelessness in Sangamon County. The Coordinator serves as the Lead Contact for CoC information exchange among the board, CoC member agencies, funders and the public.

Accountability

Responsible to HCoC Board of Directors and Executive Director of Fifth Street Renaissance or the primary fiscal agent responsible for the coordinator position.

Responsibilities

- Develop and maintain a list of all HCOC members including agency contact information and services provided. Create and maintain MOU’s with member agencies.
- Develop and maintain a list of referral services including housing resources, rental assistance services, entitlement funds, substance abuse treatment, mental health and medical services, etc. and develop a process to best allocate and distribute resources. Create and maintain MOU’s with referral agencies.
- Provide continuum support and technical support to HCoC members.
- Plan, coordinate and supervise special events such as the Point In Time (PIT) count.
- Conduct ongoing review and analysis of literature on homelessness and special needs populations within the homeless.
- Researches and networks to locate new funding sources.
- Develop, write and edit needs assessments, COC Funding applications, reports to funders and presentations, including but not limited to CoC’s HUD Notice of Funding Availability application, and Planning project application, state Homeless Prevention and ESG, including monitoring grantees performance and the effectiveness of the funded project.
- Oversee completion of the Project Prioritization Ranking for the HUD NOFA
- Represents the HCoC to the public in the community by attending meetings and creating working relationships.
- Attend recommended webinars, training and conferences to develop and maintain working knowledge of COC business.
- Coordinate the General HCoC Membership meetings and the HCoC Board Meetings including preparing and distributing the agenda, distributing the minutes from the previous meeting (as submitted by the HCoC Secretary), and coordinating any special presentations or guest speakers.
- Maintaining HCoC social media presence including FB and the website and marketing.
- Work closely with HMIS Administrator to access, review and compile reports and statistics.
- Using the “housing first” model and other best practices, create a systemic response to end homelessness in our community.
- Staff the CoC Governing Board and associated sub-committees/task groups.
- Participate and support Coordinated Entry System where needed, including attending and leading task group if necessary.
- Receive and act on communications for the CoC.
- Prepare regular analyses of CoC data for board review and policy decisions.
- Draft policy statements for board consideration.
- Draft/update documents and tools for use in program monitoring, strategic planning, project funding prioritization, and other activities.
- Oversee completion of HUD-funded agency monitoring.
- Coordinate original Strategic Plan with Planning Committee.
- Facilitate annual update of the CoC Strategic Plan.
- Create and schedule trainings for HCOC member agencies.
- Other Duties as requested.

**Qualifications**
A Bachelor’s Degree in social work, business administration, education, social services administration or related field preferred. Previous experience with homeless programs and HUD/Continuum of Care also preferred. Must be able to work independently and communicate effectively. Evidence of strategic thinking skills and strong project management skills, including grant writing and management and fund development. Non profit experience a plus. Must be proficient in group work and consensus building and motivated to create change.

**Contractual Salary Range:**
- $24.00-$28.85 per hour
- 35-40 hour work week
- Other details to be worked out with Fifth Street Renaissance and HCoC Coordinator committee