



Coordinated Entry Program Manager- 1 FTE

Reports to- MACCH Executive Director

Job Overview-

This position will be responsible for the continued implementation and evaluation of the MACCH Coordinated Entry System (CES). The Manager of Coordinated Entry System will be responsible for creating the By Name List (BNL) using the Homeless Management Information System (HMIS) and following the MACCH Prioritization Policy for filling program openings. Daily this position will manage the BNL making referrals to program openings and helping identify individuals who should be referred for navigation or case management. This position will work closely with agencies participating in the MACCH CES and will engage in technical assistance and ongoing training with staff from partner agencies. This position will be responsible for facilitation of work groups and meetings regarding CES and for creating reports used to evaluate the CES.

Responsibilities and Duties

1. Develops, initiates, maintains, and revises policies and procedures for the general operation of the CES and its related activities. Manages day-to-day operation of the Program.
2. Develops and periodically provides an analysis and review of the CES Program for MACCH.
3. Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Assistance by evaluating the need for, and/or recommending the initiation of fact-find/investigative procedures. Develops and oversees a system for uniform handling of such violations.
4. Provides reports on a regular basis, and as directed or requested, to keep the Executive Director and Board of Directors informed of the operation and progress of compliance efforts.
5. Assists with reporting processes, related to grant and funders' requests for data and reporting.
6. The CES Program Manager assists with assessing the training needs of the CoC, designs training plans, and manages or directs CoC training by providing training or coordinating trainings.
7. Develops an effective CES Overview and related training to ensure CES effectiveness.
8. Engages new training initiatives to support the strategic direction of the organization. When necessary develops funding requests/applications to support such activities.
9. Works closely with all CoC partners and other MACCH employees, ensuring good working relationships.
10. Other duties as assigned.



Qualifications- Successful applicants will meet the following qualifications

- Bachelor's degree from an accredited university in Social Work, psychology or human services
- 3-5 years of experience in homeless services or with other systems of care
- Experience working with HMIS systems or comparable data systems
- Ability to facilitate meeting and group discussions formulating work plans and notes.
- Experience in training staff on policies and procedures or technical assistance experience with a preference for experience with homeless services providers
- Ability to manage relationships with different constituent groups and ability to work effectively with various staff levels
- Ability to prioritize work duties and complete tasks in a timely manner
- Experience in producing reports and providing analysis to data.

How to Apply-

Please send a resume and cover letter to Randy McCoy- rmccoy@endhomelessnesstoday.org

Notice: This job description is provided as a general summary of common job duties expected to be performed by this position. It is not all-inclusive and as a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

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