



REGIONAL TASK FORCE ON THE HOMELESS

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

The Regional Taskforce on the Homeless (RTFH) is a non-profit organization committed to preventing and alleviating homelessness in San Diego. We provide essential data and insights on the issue of homelessness, informing policy and driving system design and performance. This includes managing the Homeless Management Information System, conducting the Annual Point-In-Time Count, and implementing the Coordinated Entry System.

In January 2017, the RTFH formally merged with the regional Continuum of Care (CoC), an integrated array of stakeholders tasked with strategic planning and coordination of resources to strengthen our collective impact. Leveraging the comprehensive resources of the CoC, the new RTFH has become a singular organization with a singular vision: to end homelessness in the San Diego region.

Seeking a **CES COMMUNITY COORDINATOR- EAST COUNTY/SOUTH COUNTY/VETERANS** to join the RTFH team.

ESSENTIAL FUNCTIONS:

- Assists in the design and implementation of a regional Coordinated Entry System (CES), primarily in the East and South County, as well as for the veteran population.
- Supervises CES Housing Navigators including assigning project tasks and tracking status.
- Maintains partnerships, relationships, and secures support from homeless services providers, government agencies, elected officials, partner agencies, funders and other stakeholders to ensure a functional and efficient CES.
- Works collaboratively with stakeholders and others to develop, implement, and maintain CES.
- Provides on-the-ground support to homeless service providers and other stakeholders as they implement and integrate CES.
- Assists in overseeing the CES program in the Homeless Management Information System (HMIS), including acting as a liaison to the HMIS Project and Data Analysts.
- Participates on the CES Advisory Committee and other RTFH committees in order to identify system gaps and inefficiencies and formally recommend improvements.
- Convenes East County, South County, and Veteran Housing Navigation meetings to oversee Housing Navigator assignments and case conferencing.
- Participates in community meetings and stays up to date on all relevant programs and projects.
- Assists in coordinating efforts and best practices between agencies, organizations, community groups, and government entities.
- Conducts monthly CES audits of participating agencies.
- Assists with creating, maintaining and adhering to CES policies and procedures.

- Designs and gives presentations to the community about Coordinated Entry.
- Assists with creating and implementing CES training curriculum.
- Visits assessment and navigation sites to address questions and concerns; and conducts business analysis on current procedures to see if adjustment is needed.
- Performs outreach to new organizations to gain buy-in and bring more resources to the effort.
- Performs data quality checks in HMIS.
- Develops and maintains logistics of assessment sites and housing navigation sites, including making sure they have the documents and tools needed.
- Contacts stakeholders about CES in person, through phone calls, or by email.
- Attends project meetings, trainings, and other meetings as assigned.
- Performs additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Concepts of community development, homeless, or housing programs
- Continuum of Care (CoC) objectives and strategies
- General understanding of HUD standards, regulations, and reporting requirements
- General understanding of the HMIS, from both an operational and end-user perspective
- Data Management
- Office software suite
- Telephone, office, and online etiquette

Excellent Skills in:

- Attention to detail and organization
- Oral and written communication
- Customer service and relationship building
- Presentation and training

Ability to:

- Prioritize and meet critical deadlines
- Design and produce project documentation
- Solve complex problems and issues individually or as part of a team
- Interpret and accurately implement a variety of instructions and regulations
- Provide support and guidance to direct reports
- Communicate effectively with persons of various social and economic backgrounds, including homeless
- Work independently with minimal supervision

EDUCATION AND EXPERIENCE:

Qualifying education/experience:

1. Master's Degree from an accredited U.S. college or university or a certified foreign studies equivalency in Social Services, or related field preferred, AND, one (1) year of professional experience in homeless services, AND, professional experience working in a large scale project from beginning to completion. Plus, understanding of San Diego homeless and housing providers, knowledge of CES and HUD preferred.
OR,
2. A Bachelor's Degree from an accredited U.S. college or university or a certified foreign studies equivalency in social work, urban studies/planning, or other closely related fields, AND, one (1) year of professional experience in homeless services, AND, professional experience working in a large scale project from beginning to completion. Plus, understanding of San Diego homeless and housing providers, Knowledge of CES and HUD preferred.
OR
3. A minimum of five (5) years of professional experience in homeless services, AND, two (2) years of professional experience working in a large scale project from beginning to completion. Plus, understanding of San Diego homeless and housing providers, Knowledge of CES and HUD preferred.

Note: Experience working with nonprofit organizations, government agencies, and/or community collaborations is a plus.

Salary based on experience within the salary range of \$55,000 – \$60,000. Benefits package includes medical, dental, vision, chiropractic, and life insurance, SIMPLE IRA, and paid time off.

Our organization offers a casual work environment with a talented and friendly team.

If you are qualified and interested in this position, please reply to this post. Send a cover letter, resume, and pay requirements. Be sure to include the job title in the subject line of your email.

RTFH is an Equal Opportunity Employer.