Continuum of Care Coordinator position description

(11/2016)

The position serves as the Continuum of Care (CoC) Coordinator to provide guidance and direct support for the Ramsey County housing and homeless community, human service providers (non-profit and faith-based organizations, and government agencies), as well as federal and state partners working toward the development of strategies for addressing housing/homeless issues. Represents the County at the State and regional levels, facilitates regular CoC meetings and provides staff support to the Heading Home Ramsey Governance Board, and participates in the development of State and Federal grant applications to secure funding to address homelessness.

SUMMARY:

Under direction of the Ramsey County and Heading Home Ramsey Governing board, the CoC Coordinator is responsible for collaborating and coordinating with homeless and housing resources, rental assistance services funded by general funds, entitlement funds from HUD and other financial resources; plans, coordinates and integrates all existing services and special projects; compiles and analyzes performance measures, management and special research studies and data; oversees data collection and analysis efforts and makes recommendations involving strategic planning, advises and assists internal and external housing and planning staff in the development of their programs; works with performance evaluator to compile and prepare reports; assists in developing contract specifications and administrative procedures; reports and responses to monitoring documents; attends meetings on behalf of Ramsey County; assists in maintaining relationships with city, state and federal funding agencies and local community based and non-profit organizations; and performs related duties as required.

DUTIES AND RESPONSIBILITIES:

- Work with membership committee to increase diversity of membership by building and maintaining collaborative partnerships/relationships
- Develops and initiates strategic planning activities that support the Heading Home Ramsey Continuum of Care (CoC) Governing Board, in maintaining the required 10 Year Plan(s) to End Homelessness
- Oversees the Heading Home Ramsey planning process, inform and educate potential partners throughout Ramsey County about the Heading Home Ramsey process and potential value of participating
- Serves as lead staff for Heading Home Ramsey County Governing Board and organize and advise working committees on compliance with federal mandated requirements.
- Work with the Performance Evaluator to gather various relevant data sets/sources for community prioritization of need.
- Notify Heading Home Ramsey CoC partners about mandatory dates for data collection as specified in CoC grant, as well as state/federal requirements as applicable.
- Provide training and technical assistance to persons/agencies in the Ramsey County CoC regarding all aspects of the HUD grant process.
- Plan and coordinate the Heading Home Ramsey CoC, including: prepare and submit the Exhibit 1 of the HUD CoC application, in collaboration with the community housing/homeless partners
• Track developments at the federal level concerning the HUD CoC competition
• Consult with recipients of local and state Emergency Solutions Grants program fund within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance.
• Collaborate with state and CoC coordinators and other agencies/individuals toward the goals of ending homelessness in Minnesota.
• Collaborate with the Institute for Community Alliance to support/facilitate the Homeless Management Information System (HMIS) in the Ramsey County CoC.
• Researches and analyzes best practices at the state and national level that will improve housing programs for the homeless.
• Working in cooperation with the Performance Evaluator and Contract Manager to evaluate and monitor contractual performance and compliance with obligations of the CoC’s service agreements.
• Work with Heading Home Ramsey Board to develop and update governance policies and procedures for compliance with Housing and Urban Development’s (HUD) Interim Rule HEARTH Act and any subsequent revisions.
• Inform and educate potential partners regarding local resources and stakeholders critical to the development, design and success of housing and homeless programs.
• Maintain relationships with HUD field office, state Minnesota Interagency Council and HUD technical assistance providers to communicate issues of concerns and work toward quickly resolving issues.
• Provides guidance and interpretation to the CoC of HUD regulations/guidelines, contract language, procurement policies, and procedures.
• Works with consultant(s), staff, Heading Home Ramsey Governing Board and CoC Service Providers to develop and complete the annual application in response to HUD’s Notice of Funding Availability (NOFA) Continuum of Care Competition.
• Prepares slide presentations, agenda items, requests for proposals and oversees and tabulates the evaluation and ranking of CoC applicant responses based on selection criteria.
• Directly reports to the Manager of Planning for Community Human Services Administration and keeps Ramsey County management informed on timelines and completion of tasks and responsibilities of the position.
• Identifies and seeks additional funding support from federal, state, and local sources.
• Community engagement was recognized as a critical component of the coordination work. [Source: FHPAP Providers]