

Coordinated Entry Specialist

Job Description

Job Summary: In an effort to end homelessness in the Fox Cities, the Coordinated Entry Specialist oversees the coordinated entry system for the Fox Cities Coalition covering the Calumet, Outagamie, and northern Winnebago counties. The work involves helping clients who are homeless or at risk of homelessness navigate the coordinated entry system, coordinating service delivery, managing the priority list to determine which clients have the highest priority for services, provide outreach services to target those clients least likely to ask for assistance, and help to expedite the process of placing clients in safe, sustainable housing.

General Statement of Duties: The Coordinated Entry Specialist will assume the role of the Fox Cities Coalition Coordinated Entry Lead and oversees the Coordinated Entry system for the Fox Cities Housing Coalition; ensures the accurate and up to date prioritization of clients on the prioritization lists; and coordinates service delivery for people who are homeless or at risk of homelessness.

Essential Functions:

1. Frequently interact with people with diverse racial, cultural, and economic backgrounds, gender identity, and sexual identity and treat all community members with dignity and respect.
2. Assess the needs of client who are homeless or at risk of homelessness by administering the VI-SPDAT assessments, intake and referrals. Conduct follow up assessments every 30 days with households referred to the prioritization lists.
3. Run and review Coordinated Entry Priority List Reports in HMIS for accuracy on minimum weekly, sometimes daily, basis.
4. Work with all agencies in the Fox Cities coalition to ensure that all missing or incorrect data is accurate in HMIS prior to project enrollment off of the prioritization list. Provide training and technical assistance to all agencies and staff participating in the Coordinated Entry system. Monitor compliance with Coordinated Entry and provide support, when needed.
5. Utilize the WISP and the Non-WISP Priority lists to ensure the highest prioritized clients are served first as established in the WIBOSCOC Coordinated Entry Policies and Procedures.
6. Assist clients with gathering basic documentation required for housing
7. Attend and lead Coordinated Entry Case Conference meetings with all Fox Cities Coordinated Entry Providers.
8. Work with homeless service providers, Law enforcement, Adult Crisis, and Emergency Shelters to continuously updated and implement the Fox Cities Afterhours Plan and ensure all stakeholders are aware of the afterhours plan.

9. Assists with the continued development, coordination, and implementation of a Coordinated Entry System for the Fox Cities coalition. Work with other service systems and initiatives, including veterans, correctional institutions, housing authorities, and human services to coordinate processes. Participate in the coordination of overall project development and implementation within the Fox Cities; assist in developing program modifications and innovations.
10. Attends all Coordinated Entry Lead trainings and ensures that all participating agency staff within the Fox Cities have completed the required trainings. Maintain copies of all annual agency agreements and staff agreements for the Coordinated Entry system.
11. Communicates information between the Wisconsin Balance of State Continuum of Care and the participating agencies in the Fox Cities Coalition.
12. Participate in required monthly WIBOSCOG CE-SSO meetings, as well as participate in WIBOSCOG subcommittees.
13. Maintain and update regularly information about local and regional homeless assistance programs, housing resources, and community-based mainstream resources, and provide referrals to these resources.
14. Provide information to participating agencies and staff about available affordable housing units, rental subsidies, and landlords in the Fox Cities.
15. Represent the City of Appleton at local collaborative meetings and community events, including organizing and leading the semi-annual Point in Time Count. Promote safe and affordable housing and community awareness of homelessness issues through participation in community activities and public presentations.
16. Work collaboratively with the City of Appleton's Community Development Specialist.
17. Work on other special projects, as assigned.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Wisconsin Driver's license. Must have access to an automobile. Must have liability insurance in force for the vehicle used for program business; or must have the ability to meet the transportation requirements of this position.

EDUCATION AND / OR EXPERIENCE

- Bachelor's Degree in Human Services or related field, or Associate Degree and at least two years' experience working with people in poverty
- Must be knowledgeable concerning social service delivery system, human service agencies, and other resources available to the homeless
- Clarity (HMIS) licensure or the ability to become certified
- Experience in community collaboration and public speaking
- Must be able to demonstrate written and oral communication skills. Maintains computer skills sufficient for data gathering, documentation, and reporting

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

ACTIVITY	REGULARLY 70-100%	OCCASIONALLY 40-70%	SELDOM 10-40%	NEVER 0-10%
Standing		x		
Sitting		x		
Walking		x		
Lifting Waist to Over Head (Max 50 lbs)			x	
Lifting Floor to Waist (Max 50 lbs)			x	
Use of Hands and Fingers	x			
Talking	x			
Hearing/Listening	x			
Vision-Near/Far/Depth Perception	x			

OTHER RESPONSIBILITIES

- Knowledge of federal, state and local fair housing laws
- Strong ability to develop and maintain cooperative working relationships
- Excellent written and oral communication skills
- Prepare monthly, quarterly and annual reports
- Attend meetings and training as required
- Other duties as assigned by the Supervisor