METRO DALLAS HOMELESS ALLIANCE

JOB DESCRIPTION

TITLE: Coordinated Assessment System Coordinator

Pay Type: Hourly

FLSA: Non-Exempt

GENERAL DEPARTMENT / CLASS CHARGED:

Primary CAS

Other

REPORTS TO: Coordinated Assessment System Director

POSTION OVERVIEW:

Provide information and referral, assessment and pre-screen, and Collin County service provider coordination to facilitate the unique geographic needs of Collin County coordinated assessment.

DUTIES and RESPONSIBILITIES:

* Maintain expert knowledge of all HUD recordkeeping requirements for homelessness and at risk of homelessness definitions
* Organizational access to HMIS records
* Update client records in HMIS based on case management
* Provide highly cooperative and informative customer service in all interactions with customer agencies and internal colleagues
* Provide resource and referral information for clients needing further homeless services
* Interview clients for appropriate resources
* Coordinate with agencies within Collin County as part of the Coordinated Assessment System

QUALIFICATIONS:

* Excellent standards of customer service and professional communication
* Excellent proficiency in Microsoft Office, especially Excel
* Excellent computer skills and ability to be a super user of the HMIS system
* Bachelor’s degree or three years or more with experience in client intake and documentation, human services, or information and technology environments.

OTHER REQUIREMENTS:

* Limited requirements…must be able to maintain files and lift objects that weigh up to 25 lbs.
* Must have a car, valid state issued driver’s license and car insurance

To Apply: Please send resume and cover letter to: [shavon.moore@mdhadallas.org](mailto:shavon.moore@mdhadallas.org)