



**TITLE:** Coordinated Assessment System Manager

**Pay Type:** Salary

**FLSA:** Exempt

**REPORTS TO:** Vice President of Programs

**COMPENSATION:** \$54,000 - \$60,000

**POSTION OVERVIEW:**

Implement and develop a robust Coordinated Access System for Dallas and Collin Counties Continuum of Care

**DUTIES and RESPONSIBILITIES:**

- Ensure that the CoC's CAS is functioning strategically to end homelessness within Dallas and Collin Counties.
- Provide guidance and management to CAS Staff (DOPS Coordinator, Housing Search and Placement Coordinator, CAS Coordinator).
- Provide supervision and referrals from the Housing Priority List.
- Develop a guide for prevention services.
- Identify housing resources for those not eligible for RRH or PSH.
- Maintain inventory of housing opportunities within the CoC.
- Implement Housing Navigators within emergency shelters and Rapid Rehousing Programs.
- Develop innovative tools for landlord engagement and management.
- Staff and guide the Landlord Taskforce Committee.
- Facilitate Ready to Rent Training for homeless clients.

**QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Human Services, Public Administration or similar field, plus 2 years work experience.
- Experience with federal grants and regulations.
- Experience with homelessness or housing programs.
- Continuum of Care experience a plus.
- 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.

**REQUIREMENTS**

- Must have a car, valid state issued driver's license and car insurance

To apply for this job, please email resume and salary requirements to Shavon Moore, Vice President of Programs at [Shavon.Moore@mdhadallas.org](mailto:Shavon.Moore@mdhadallas.org).