



**TITLE:** Continuum of Care Coordinator

**Pay Type:** Salary

**FLSA:** Exempt

**REPORTS TO:** Vice President of Programs

**COMPENSATION:** \$49,000 - \$55,000

**POSTION OVERVIEW:**

Monitor and improve the performance of the homeless service system in Dallas and Collin Counties; with a primary focus on CoC and ESG funded programs.

**DUTIES and RESPONSIBILITIES:**

- Develop a monitoring tool for the monitoring of each agency's programs for CoC compliance.
- Coordinate the Alliance Homeless Forum to ensure homeless individuals and homeless families input and participation is included in CoC decision making and strategic planning efforts.
- Work closely with the CoC Assembly and associated committees and taskforces to develop work plans and steps to end homelessness.
- Produce and analyze the annual CoC Program Grant renewal project score sheets for the local CoC competition.
- Ensure all information is available to the PRAC Committee of the CoC for NOFA funding allocation.
- Create and facilitate networking opportunities to see improved collaboration between CoC funded agencies and non-CoC funded agencies.
- Maintain the Housing Inventory Chart.
- Assist with the Continuum of Care strategic plan to increase housing within the CoC.

**QUALIFICATIONS**

- Bachelor's Degree in Social Work, Human Services, or Public Administration or similar field, plus 2 years work experience
- Excellent standards of customer service and professional communication.
- Experience with federal grants and regulations.
- Experience with homelessness or housing programs.
- Continuum of Care experience.
- Excellent proficiency in Microsoft Office, especially Excel.
- Excellent computer skills.

**REQUIREMENTS:**

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

**TO APPLY:**

- Email your resume and cover letter to [shavon.moore@mdhadallas.org](mailto:shavon.moore@mdhadallas.org)