



TITLE: Coordinated Assessment System Specialist

Pay Type: Hourly

FLSA: Non-Exempt

COMPENSATION: \$37,000-\$45,000

REPORTS TO: Coordinated Assessment System Manager

POSTION OVERVIEW:

Implement the assessment and prioritization policies and procedures for the CoC. Monitor submissions for documentation of priority status requests for compliance with definitions of homelessness, chronic homelessness, at risk of homelessness and documented disability. Provide support and training to case managers in the DOPS and Flex Fund process. Produce and manage the centralized Housing Priority List. Produce and manage the special subpopulation housing priority lists for domestic violence, veterans and persons with HIV/AIDS.

DUTIES and RESPONSIBILITIES:

- Monitor agencies who prioritize clients based on the Documentation of Priority Status guidelines, HUD definition of homelessness, chronic homelessness, and disability
- Ensure that all informiton is put in HMIS correctly and accurately.
- Maintain expert knowledge of all HUD recordkeeping requirements for homelessness and at risk of homelessness definitions
- Ensure all continuum partners are following HUD regulations and Coordinated Assessment System
- Update client records in HMIS with priority status, upload of documentation, and inactivation
- Provide highly cooperative and informative customer service in all interactions with customer agencies and internal colleagues
- Produce a weekly housing priority list
- Update and maintain housing priority list
- Support internal functions for the CoC Coordinator, the CoC Housing Resources Liaison and the Coordinated Assessment System Manager
- Manage the DOPS service requests with efficiency and organization
- Train agency staff in the DOPS process
- Advise all continuum partners and staff on all unusual requests, questionable documentation, or other verification of homeless services

- Maintain a high degree of integrity and diligence in assuring client eligibility documentation as provided in DOPS documentation meets HUD compliance criteria maintaining highest degree of security and privacy protocols
- Manage MDHA Flex fund request with efficiency and organization
- Train agency staff on the Flex Fund process
- Participate in community fairs, presentations, MDHA meeting, trainings, and other activities that promote access to homeless services.
- Must be able to work independently
- Additional responsibilities as assigned

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.

REQUIREMENTS:

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

TO APPLY:

- Please submit resume and salary requirements to Melanie.Bostic@mdhadallas.org