

**TITLE:** Continuum of Care Coordinator

**PAY TYPE:** Salary

**FLSA:** Exempt

**REPORTS TO:** Vice President of Programs

**COMPENSATION:** $45,000 - $55,000

**POSITION OVERVIEW:**

Monitor the performance of CoC and ESG funded programs for compliance purposes.

**DUTIES and RESPONSIBILITIES:**

* Coordinate, facilitate and provide high level staff support to the various meetings and activities of the CoC membership.
* Provide high level staff support for CoC committees and work groups.
* Research and analyze best practices that will improve housing programs and the Continuum’s homeless response system.
* Produce and analyze the annual CoC Program Grant renewal project score sheets for the local CoC competition.
* Monitor and analyze the performance of CoC and ESG funded agencies to ensure system performance measures are met.
* Provide Technical Assistance and Training to CoC and ESG funded agencies to improve system performance.

**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 a plus.
* Continuum of Care experience a plus.
* Excellent computer skills.

**REQUIREMENTS:**

* Must have a car, valid state issued driver’s license and car insurance
* Excellent proficiency in Microsoft Office, especially Excel.

Please email cover letter and resume to Shavon.Moore@mdhadallas.org