**UNITED WAY OF THE MIDLANDS**

**POSITION DESCRIPTION**

**Date established: 12/4/14**

**Date Updated: 05/26/20**

**Position Title: Homeless Services Coordinator**

**Department: Community Impact**

**Supervisor: Homeless Coalition Director**

**Position Status: Full-time Regular, Subject to an Annual Review**

**Job Classification: Non-Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as a Non-Exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

**POSITION SUMMARY**

United Way of the Midlands serves as the lead administrative agency for the local homeless continuum of care and operates the continuum’s electronic client management database.

The Homeless Services Coordinator provides planning, monitoring, and coordination of homeless work in the 13-county area of the local homeless continuum of care. The position would work closely with local homeless service providers, local governments, and other funders. Some travel will be required to provide on-site agency assistance.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Support ongoing implementation and expansion of the community’s Coordinated Entry System, including use of the Homeless Management Information System.
* Management of the community’s “by-name” listing of people in need of housing placement including working with local housing providers to fill bed vacancies and support training for providers to conduct client vulnerability assessments.
* Assist with submission of required federal reports such as annual housing inventory reports and annual homeless assessment reports.
* Coordinate annual unduplicated point-in-time homeless count in Midlands counties.
* Coordination of meal share services within the City of Columbia area.
* Community outreach to increase participation in local homeless coalitions.
* Community education on homeless issues.
* Coordinate regular meetings of outreach teams.
* Organize vendors and recruit homeless provider volunteers to the Inclement Weather Center.
* Research homeless program and continuum administration best practices.
* Provide administrative support, correspondence, and meeting coordination to include the central midlands homeless coalition.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Bachelor’s level degree in human services, health field, or related field with at least three years of experience in service, non-profit or local government setting.
* Excellent organizational, interpersonal, communication (oral and written) skills.
* Proficiency in Excel and MS Office products.
* Ability to prioritize projects, meet deadlines and manage time effectively.
* Ability to acquire proficiency in the Homeless Management Information System.

**Preferred**

* Experience working with homeless programs and/or homeless service providers.

**ADDITIONAL INFORMATION**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOW TO APPLY**

Please email cover letter and resume to Andy Pope, Homeless Coalition Director, [apope@uway.org](mailto:apope@uway.org)