

**TITLE:** Coordinated Assessment Systems Specialist-Contract

**Pay Type:** Hourly

**FLSA:** Non-Exempt/Contract

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

**REPORTS TO:** Coordinated Assessment System Director

**POSTION OVERVIEW:**

Implement the assessment and prioritization policies and procedures for the Continuum of Care. Monitor submissions for documentation of priority status requests for compliance with definitions of homelessness, chronic homelessness, at risk of homelessness and documented disability. Complete the prioritization of clients for placement on the Housing Placement List.

This position is temporary and will end September 30, 2020. Employee will be providing direct services to the homeless population of Dallas and Collin Counties.

**KNOWLEDGE AND SKILLS:**

* Excellent standards of customer service and professional communication.
* Excellent proficiency in Microsoft Office, especially Excel.
* Bachelor’s degree or three years or more with experience in client intake and documentation, human services, or information and technology environments.
* Passion for ending homelessness.
* Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with unsheltered individuals.
* Ability to have a “whatever it takes” attitude when working with challenging individuals.
* Ability to work as a member of a team.
* Strong people skills and ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
* Familiar with Housing First models of service delivery.

**DUTIES and RESPONSIBILITIES:**

* Collect documentation to prioritize and place homeless clients on the Housing Placement List based on the Documentation of Priority Status guidelines, HUD definition of homelessness, chronic homelessness, and disability
* Ensure that all information is put in HMIS correctly and accurately
* Maintain expert knowledge of all HUD recordkeeping requirements for homelessness and at risk of homelessness definitions
* 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
* 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
* 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.

Please submit resume to Shavon.Moore@mdhadallas.org.