central minnesota
HOUSING PARTNERSHIP

Coordinate Entry System Coordinator
Job Description

Job Title: Coordinated Entry System Coordinator

Position Description: Provide leadership through management of the Central MN Continuum
of Care (CoC) Coordinated Entry System (CES) and Priority List (PL)

Major Areas of Responsibility
- Overall management of the Central MN CoC CES
- Development, monitoring, updating and following CES Policies and Procedures
- Manage and maintain Priority List and provide referrals to housing providers
- Assure compliance with all applicable State and Federal requirements of CES
- Create training content, conduct trainings, and facilitate meetings
- Collaborate with Central MN CoC Coordinator on all aspects of CES
- Other duties as assigned

Specific Responsibilities
1. Facilitate communication
   a. Function as the primary contact for Central MN CoC CES
   b. Provide leadership and guidance to the CES Advisory Committee
   c. Assure CES information is being disseminated to all CES stakeholders
   d. Facilitate meetings with CES stakeholders to keep them up to date on CES activities
   e. Post and update applicable CES information on CMHP website

2. Update, enforce and assure consistent application of all Central MN CoC CES Policies and Procedures
   a. Annually review and update CES Policies and Procedures as needed
   b. Collect and analyze data to determine if CES Policies and Procedures are producing equitable and consistent outcomes for all populations.

3. Management of Priority List (PL)
   a. Provide timely and accurate referrals to housing providers per CES Policies and Procedures
   b. Regularly monitor PL for accuracy
   c. Lead frequent and ongoing meetings to review households on PL

      d. Communicate with Navigators, Assessors, and housing providers to address and resolve referral process issues

4. Provide education and awareness for the purpose of improving the overall CES
      a. Facilitate education and engagement of CES stakeholders
      b. Promote best practices (housing first, trauma informed care, etc.)
      c. Plan, coordinate, conduct and document CES trainings of Navigators and Assessors
      d. Attend CoC and CES meetings and other meetings applicable to CES activities

5. CES review and monitoring
      a. Conduct quarterly CES system reviews
      b. Conduct comprehensive annual CES system evaluation
      c. Review agency(s) participation to assure Memorandum's of Understanding are current
      d. Maintain Call-to-Connect system

6. CES Funding
      a. Complete and submit annual HUD CES Planning Grant Application
      b. Complete and submit HUD CES Planning Grant Annual Performance Review (APR)
      c. Communicate with CMHP Finance Director regarding CES budget

Job Requirements
- General knowledge of Microsoft Office 365 (focus on Excel spreadsheets) and Adobe
- Excellent ability to multitask and quickly change tasks as needed
- Excellent oral and written communication skills
- Comfort with public speaking
- Excellent organizational skills and attention to detail
- Must be able to work a full-time, flexible schedule
- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Access to reliable transportation with ability to travel within a 4-hour radius of St. Cloud
- Valid driver's license
- Must be able to work onsite (not a remote position)

Preferred Experience
- Experience with the Homeless Management Information System (HMIS) program
- Experience or knowledge of homelessness response system
- Experience with grant management or administration