



Continuum of Care (CoC) Compliance Coordinator Position Description

Position Title: Continuum of Care (CoC) Compliance Coordinator

Position Description: Work with the Central Continuum of Care Coordinator and coordinate compliance, training, and collaboration in the Central Continuum of Care.

Major Areas of Responsibility

- Data analysis and reporting
- Compliance and performance monitoring
- Development and implementation of CoC trainings
- Assisting with grant writing for CoC related activities
- Perform other duties as assigned

Specific Responsibilities

1. Grant writing
 - a. Assist the CoC Coordinator with the preparation, review, and submission of the annual HUD Exhibit I Application
 - b. Assist the CoC Coordinator with the preparation and submission of the annual Minnesota Housing Planning Grant Application
 - c. Research other grant opportunities for Central Minnesota Housing Partnership for CoC related activities
 - d. Prepare and submit other grant applications as applicable
2. Analyzing needs and gaps in services of the Central Continuum of Care
 - a. Run various reports and analyze data
 - b. Review data and systems to ensure equitable access to housing in the Central CoC region
 - c. Conduct research to implement best practices to address needs and gaps in services and housing
 - d. Participate in the development, evaluation, and reporting of the annual System Performance Measures
3. Compliance and Performance Monitoring
 - a. Conduct annual site monitoring visits of all CoC and Emergency Shelter Grant funded projects
 - b. Create and maintain reports based on analysis of annual agency monitoring visits

- c. Assist in the analysis and site visits for Coordinated Entry Programs
4. Develop and implement CoC Trainings
 - a. Reivew HUD requirements to prepare CoC trainings
 - b. Develop in-house trainings and research other training opportunities for CoC agencies and members
 - c. Provide training and technical support to CoC agencies and members
 - d. Coordinate with local, regional, and statewide stakeholders while conducting CoC trainings
 - e. Maintain records of annual training participation

Job Requirements

- Must have strong verbal and written communication skills for effective interaction with colleagues and community partners
- Must be sensitive to diverse cultural backgrounds, including knowledge of the specific needs of different populations
- Excellent organizational skills and attention to detail
- Excellent ability to multitask and quickly change tasks as needed
- General knowledge of Microsoft Office 365
- 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.
- Must have valid driver's license and access to reliable transportation
- Position will require occasional travel within a 3-hour radius of St. Cloud
- Must be able to work onsite (not a remote position)

Preferred Experience

- Understanding of local and Federal housing policies, regulations, homeless definitions, and programs
- Understanding of the Central MN Continuum of Care's region, including, but not limited to housing options, gaps in services and available resources
- Understanding of the Central MN Continuum of Care and the Coordinated Entry System
- Experience with the Homeless Management Information System (HMIS) program
- Experience or knowledge of homelessness response system
- Experience with grant writing, management, and administration
- Substantial experience with Excel spreadsheets, including pivot tables, macros, and formulas
- Ability to take large amounts of data, analyze outcomes and create data visualizations and reports