

Coordinated Entry Lead - (23000BRD)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Coordinated Entry Lead in the Division of Housing Stabilization!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:

The Program Coordinator III will function as the Coordinated Entry Lead (CE Lead) for the Balance of State Continuum of Care (BoS CoC). In coordination with the Homeless Management Information System (HMIS) Team and Balance of State CoC Supervisor, the CE Lead oversees implementation of the Coordinated Entry system, is a resource for Regional Navigators, and ensures the CoC CE system is operating in accordance with the most current U.S. Department of Housing and Urban Development (HUD) regulations and CoC policies. The CE Lead manages the unsheltered annual Point in Time homeless count in coordination with the HMIS Team. The CE Lead is responsible for the annual CoC gaps analysis and a needs assessment every three years.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Training and Technical Assistance:

- Conduct virtual training for Regional Housing Navigators, satellite agencies, and partner organizations who will participate in the CE system.
- Work with assigned Continuum of Care funded contractors to ensure the contractor meets EOHLC, HUD, and CoC performance requirements and provides coordinated, appropriate and effective services to homeless and formerly homeless clients.
- Chair the Coordinated Entry and Veteran Committees.

2) Contract and Compliance:

- Support agencies with coordinated entry contracts in fulfilling their contractual responsibilities.
- Update policies, procedures, processes, and forms to ensure ongoing compliance with HUD regulations including those tied to Violence Against Women Act (VAWA), and CoC policies.

3) Monitoring and Support:

- Monitor the coordinated entry system to ensure the most vulnerable households are being served and this is being done in an equitable manner.
- Provide support for the annual Continuum of Care application process.

4) Data and Analysis:

- Run reports and analyses of the CE system to ensure compliance with the policies and procedures.
- Conduct the annual CoC gaps analysis, as well as the needs assessment once every three years.
- Lead the unsheltered point in time count of homeless persons in partnership with the CoC HMIS team.

PREFERRED QUALIFICATIONS:

1. Demonstrated excellent written communication skills.
2. Excellent oral communication skills.
3. Demonstrated experience in program analysis, program management, program coordination, and program planning.
4. At least intermediate demonstrated proficiency using both Microsoft Word and Excel.
5. Ability to handle multiple priorities.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women,

Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Program Coordinator III

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Nov 6, 2023, 3:52:58 PM

Number of Openings: 1

Salary: \$68,016.52 - \$98,517.12 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=23000BRD>