

Youth Homeless Demonstration (YHDP) Program Coordinator (1-year temp position with benefits) - (22000F40)

DHCD is seeking a Youth Homeless Demonstration Coordinator! This position is a temporary 1-year position with benefits and is within the Division of Housing Stabilization.

AGENCY MISSION:

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

OVERVIEW OF ROLE:

The YHDP Coordinator coordinates the Massachusetts Balance of State (BoS) Continuum of Care (CoC) Youth Homeless Demonstration Program (YHDP) HUD-funded projects. The Coordinator ensures compliance with DHCD contract obligations and Department of Housing and Urban Development (HUD) regulatory compliance. Under the supervision and in collaboration with the Massachusetts Balance of State CoC Supervisor, the position oversees implementation of the objectives defined in the Coordinated Community Plan (CCP) within 30 communities in the MA BoS CoC, benchmarking success, pursuing an inclusive, youth-driven process, ensuring Continuous Quality Improvement (CQI), and expansion to the full geography of the CoC.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Liaison with:

- All interested parties including youth and young adults, key partners, the MA BoS CoC, and the Executive Office of Health and Human Services.
- Federal agencies and national partners, technical assistance teams and other YHDP grantees

2. Coordination of CCP Plan:

- With technical assistance providers and Youth Advisory Board (YAB) to implement and update the YHDP Coordinated Community Plan.
- Proactively support the implementation and coordination of system-wide solutions to youth homelessness, in accordance with the goals, objectives and actions identified in the CCP, including management of a system to track and communication progress of CCP implementation to diverse stakeholders.

3. Continuous Quality Improvement:

- Monitor DHCD contracts with multiple YHDP-funded organizations.
- Assess and evaluate YHDP projects including the annual monitoring.
- Prepare recommendations to improve outcomes in the homeless crisis response system, with special emphasis on addressing the needs of youth and young adults.

4. Technology:

- Work with MA CoC Coordinated Entry (CE) and Homeless Management Information System (HMIS) Leads to facilitate YHDP project inclusion in these processes.

5. Meeting Coordination:

- Includes the Youth Action Board (YAB) with a focus on leadership development, youth recruitment and retention, supporting YAB participation in adult partnership venues.
- Creating agendas, documenting minutes, and related communication.

6. Research:

- Best practices for ending youth homelessness.
- Federal regulations and legislative changes relating to youth homelessness and their impact on the local funding processes, and disseminate information to partners.

PREFERRED QUALIFICATIONS:

1. Experience in managing contracts related to program implementation and evaluating contract compliance and performance.
2. Familiarity with youth and young adult homelessness.
3. Experience in youth and young adult programming.
4. Experience or knowledge of grant/contract compliance.
5. Experience in conducting program and/or fiscal audits/monitoring.
6. Experience working with non-profit agencies.
7. Excellent written and oral communication skills.
8. Experience in program analysis, program coordination, and/or program planning.
9. At least intermediate proficiency using both Microsoft Word and Excel.
10. Ability to handle multiple priorities.
11. Ability to provide guidance to diverse groups and elicit support and cooperation.
12. Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

COMMENTS:

This is a 1-year position with benefits. The end date may be extended based on availability of funding.

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) three 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, or (B) 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 experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required 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 experience.*

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

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>

Official Title: Program Coordinator II

Functional Title: Youth Homeless Demonstration (YHDP) Program Coordinator (1-year temp position with benefits)

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

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 27, 2022, 10:17:27 AM

Number of Openings: 1

Salary: 62,268.18 - 89,143.08 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: Marjie Lalli - 6175731254

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000F40>