

Housing Action Coalition of Waukesha County

Location: Waukesha, WI

Position Type: 40 hours/week

Compensation: Dependent on qualifications and experience

The Housing Action Coalition of Waukesha County (HAC) is a coalition of agencies and stakeholders dedicated to addressing the issues that create homelessness and housing vulnerability and finding viable solutions to end the cycle.

The HAC Program Coordinator provides administrative support for the HAC Administrative Board that represents the Waukesha County region to the U.S. Department of Housing and Urban Development (HUD). The HAC Program Coordinator will be responsible for acting as a liaison between the HAC Board, coalition members and other community stakeholders. Duties include: provide information requested by the Balance of State CoC Board and Balance of State CoC Coordinator for the annual review and application process for the HUD Super NOFA (Notice of Funding Availability); monitoring of applicable HUD/CoC etc. funded projects as determined by the HAC Board of Directors and technical assistance to community agencies that offer services to individuals and families who are homeless or at risk of becoming homeless; work closely with the contracted Homeless Management Information System (HMIS) entity for the region ; coordination of community-wide planning efforts, including the development of a Strategic Plan related to ending homelessness in Waukesha County.

RESPONSIBILITIES:

- Provide support to the HAC Administrative Board, including scheduling meetings and maintaining documentation and data for the HAC Administrative Board, such as meeting minutes and notes
- Provide support to the sub-committees of the HAC, such as scheduling, minutes and notes and other support as needed
- Ensure ETH funded entities meet monthly reporting deadlines and provide support to the financial reporting entity
- Provide monthly reports to the HAC Administrative Board regarding the status CoC/HAC relevant grant funded projects
- Serve as the region's Point In Time Lead and coordinate the Point In Time Survey Process for the Homeless Count as required
- Maintain the Housing Inventory Chart
- Assist the HAC Administrative Board in identifying possible funding resources to meet priority needs and support infrastructure needs of the HAC; prepare funding applications as opportunities are identified
- Assist in the implementation of the coordinated entry system
- Work with the Treasurer to administer the annual budget, including monthly financial reports and accounts payable

- Work with program recipients to reach or maintain performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and provide technical assistance based on data and monitoring committee reports
- Provide case management for households who cannot get connected to shelters or other programs.
- Administer the VI-SPDAT as required
- Work with the HMIS Administrator to ensure consistent participation of recipients in HMIS.
- In partnership with the HMIS Administrator, gather aggregate project data regarding Waukesha County for reports to the HAC Board and other stakeholders as appropriate
- Work with the HAC Administrative Board and community stakeholders to identify needs and gaps in services for the homeless
- Assist the HAC Administrative Board in establishing a community process for determining its priorities
- Facilitate HAC Administrative Board processes to develop short- and long-term strategies
- Assist HAC Administrative Board in the development of a written annual action plan
- Develop and implement a process for monitoring the HAC Strategic Plan and HAC/CoC related funded projects
- Serve as a liaison to the Balance of State Committee and attend meetings as required.
- Assist in the development of the Consolidated and Annual Action Plans for the county as required.
- Other duties as assigned

ADDITIONAL REQUIREMENTS:

- Recognizes and values diversity within the work environment.
- Participates as a member of the team in valuing individual differences and supporting one another's opportunity to achieve their greatest potential.
- Culturally responsive to the population being served in the development, design, monitoring, evaluation and/or implementation of programs and services.
- Respects the confidential nature of certain information exposed to in the course of work performance.

QUALIFICATIONS:

- A bachelor's degree or equivalent
- At least three years of experience in human services, business, or a related field
- Comprehensive understanding of U.S. Department of Housing and Urban Development (HUD) homelessness funding and resources
- Thorough knowledge of the homeless services field
- Extensive experience in grant writing, program evaluation, public relations, community/coalition organizing, and board development

- Ability to manage multiple projects, comfortable working in a rapidly changing environment and building and maintaining partnerships
- Strong computer skills, and experience with online HUD data systems is preferable
- Ability to work collaboratively, have strong conflict resolution skills and to facilitate processes
- Supervisory experience, including volunteer management
- Excellent written and oral communication skills
- Strong prioritization, process development, and facilitation skills
- Requires a valid Wisconsin Driver's license and proof of insurance

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Housing Action Coalition is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.