



HEARTLAND
HOUSED

Heartland HOUSED System Coordinator

Summary:

The Heartland HOUSED System Coordinator is primarily responsible for providing overall administrative support and coordination of the Heartland Continuum of Care (HCoC) Crisis Response System activities designed to foster local collaboration to address homelessness. The System Coordinator will facilitate meetings of ongoing task groups, set task group goals and monitor progress, initiate focus groups, and ensure progress is made to reach strategic plan goals. The System Coordinator works collaboratively with the HCoC General Membership, community partners, and HUD-funded sponsor agencies to further the distribution and managing of federal funds granted by HUD. The System Coordinator will also monitor agency progress on HUD CoC Program and IDHS funded programs.

The position will work as part of a dedicated team to accomplish the goals of Springfield & Sangamon County's Strategic Plan to Address Homelessness. The System Coordinator reports to the Heartland HOUSED Executive Director.

Position Duties and Responsibilities

- Work with service agencies, persons experiencing homelessness, funders and other stakeholders to identify unmet needs in serving homeless populations.
- Work with the Strategy Board and HCoC Board to establish priorities for use in guiding the work of HCoC Task Groups and in making resource allocation decisions.
- Research and identify effective strategies and best practices that are used to address homelessness.
- Provide staff support to facilitate collaboration and coordination around the delivery of homeless services.
- Help to identify and address needs for staff training and development.
- As requested by the CoC Board, represent the CoC at meetings and conferences and engage in advocacy related to homeless issues.
- Provide support to help improve communications between and among CoC service providers, the public and other stakeholders.
- Provide technical support to CoC agencies to facilitate the preparation and submission of grant proposals, including any required pre-application materials.
- Work with the HCoC Board and others to undertake annual monitoring of CoC agency projects that are funded with federal, state or local administered programs.

- Ensure community standards reflect current HUD rules/guidance and that agencies adhere to community standards that have been adopted by the CoC Board.
- Coordinate training and technical assistance for projects needing assistance.
- Work with CoC agencies, funders and other stakeholders to enhance the performance of the community's coordinated entry system and ensure full participation by CoC agencies.
- Support, coordinate, prepare agendas, and facilitate meetings as needed for the Lived Experience Advisory Board, Emergency Shelter Task Group, Permanent Housing Task Group, Street Outreach Task Group, Youth Homelessness Task Group, and General Membership.
- Contribute to grant writing projects.
- Other duties as assigned.

Experience, Skills and Qualifications

- The ideal candidate will possess, at a minimum, a bachelor's degree in social work, business administration, education or related field or 4-6 years of equivalent experience. Previous experience working with homeless programs and HUD/Continuum of Care is preferred. Must be able to work independently and have strong project management skills, including grant writing, fund development and strategic planning.
- Candidates must possess strong project management skills, an ability to work across a variety of stakeholders, and an ability to communicate technical and complex information both orally and in writing. Knowledge of basic computer programs (Word, Excel, etc.) is required. Candidates must have the ability to work from home and have access to transportation with mileage reimbursement available

The starting salary range for the position is \$50,408 to \$ 63,010, with health, dental, life, and vision insurance and retirement benefits provided through Sangamon County. Time off includes 2 weeks paid vacation, 12 paid sick days, 3 paid personal days, and 13 paid holidays per year.