



Position

The role of the Coordinated Entry System Specialist is to serve as the link between housing participants, homeless service agencies, and the Coordinated Entry System. This position reports to the Coordinated Entry Manager. This is a full-time position.

Salary is \$40,000 per year. Position includes benefits and generous paid time off, flexible scheduling and remote work with approval.

Responsibilities

- Work directly with housing participants, strengthening pathways to housing and solving barriers to success using creativity, advocacy, and available community resources.
- Work directly with housing agencies that are pursuing Housing Choice Voucher Program vouchers, providing technical assistance as necessary.
- Build relationships with local and state community resources, with a focus on maintaining knowledge of how to access these resources correctly for housing participants.
- Perform job functions adhering to accepted best practices, including Housing First, Diversion, and motivational interviewing.
- Maintain excellent client records, protecting the privacy, security, and confidentiality of participant data at all times.
- Be an expert on the coordinated entry system and our continuum of care's regulations and processes.
- Complete basic data entry in our region's Homeless Management Information System used by nonprofits, housing agencies, and churches.
- Participate in all required meetings and training sessions.
- Any other duties as assigned.

Skills

- Bilingual (English and Spanish) preferred but not required.
- Adaptability skills to meet the needs of community partners.
- Computer proficiency to include Microsoft Office applications.
- Collaborative and creative problem-solving.
- Self-motivated with the ability to work independently under minimal supervision while being an essential part of a team.

Qualifications

- Education and/or Experience
 - Bachelor's Degree in a related field and at least one (1) year of related professional experience.
 - Substitution for education: Additional qualifying experience may be



substituted for up to two (2) years of the education requirement.

OR

- Five (5) years of related professional experience, ideally of which at least two (2) years are in the field of human services.
- Experience with housing and/or homelessness programs, social services, community development, or related areas.
 - Lived experience of homelessness fulfills this requirement.
- Previous experience working with HUD Continuum of Care programs preferred but not required.
- Possess a valid Tennessee Driver's License, car insurance, and reliable transportation.

Physical Requirements

This position requires moving about in an office environment, moving about outdoors, being in a stationary position, and lifting up to 20 pounds.

How to apply:

Submit resume, cover letter, and 3 references to Msmith@homelesscoalition.org