



COALITION FOR THE HOMELESS JOB DESCRIPTION

Revised: December 11, 2107

Position:	Single Point of Entry Project Manager
Summary:	This position is responsible for all activities required to coordinate the Louisville Metro Single Point of Entry created to improve referrals of homeless persons for services and HMIS data entry procedures.
Reports to:	Continuum of Care Director
Direct Reports:	Single Point of Entry Data Entry Staff
Classification:	Regular Full-Time Professional
Minimum Requirements:	Bachelors Degree in a related field with three years experience in technical services. Familiarity with computer systems (knowledge of ServicePoint preferred). Ability to work with diverse groups and experience managing other people. Excellent communication skills and attention to detail. Must own personal insured vehicle.

Duties:

- 1) Oversee Single Point of Entry office and insure system is manned during operating hours. Includes responsibility for recruiting, supervising and evaluating performance of call center staff.
- 2) Oversee the management of the Metro Louisville Single Point of Entry and track progress to find ways to improve management and homeless service system.
- 3) Train staff of service agencies to use Single Point of Entry and to work with Coalition for the Homeless to manage the system appropriately and communicate as needed daily.
- 4) Work with HMIS Administrator to ensure that HMIS system is updated and working effectively with Single Point of Entry.
- 5) Maintain lists outside of HMIS as needed including waiting list for families and score card for agencies' compliance each morning.
- 6) Notify appropriate contacts when White Flag takes effect and maintain list of White Flag days.
- 7) Attend monthly CoC and committee meetings as needed to coordinate with the homeless service providers and meet regularly with the Common Assessment Team.
- 8) Provide assistance in running HMIS reports and addressing technical assistance needs for HMIS as needed.