



MONITORING AND TRAINING SPECIALIST

- Position:** Monitoring and Training Specialist
- Summary:** The position is responsible for implementing a monitoring and agency training program for the Louisville/Jefferson County Continuum of Care.
- Reports to:** Director of Community Coordination
- Direct Reports:** None
- Classification:** Full-time Salaried
- Minimum Requirements:** Bachelor's Degree in a related field. Familiarity with Microsoft Office suite. Ability to interpret and present basic quantitative data. Ability to interact professionally with diverse groups. Written and oral communication skills. Must own personal, insured vehicle. Must pass criminal background check. Experience in social services or another non-profit environment is preferred. Previous experience with HUD funded programs is preferred.

Description

The Monitoring and Training Specialist will be responsible for a variety of tasks related to the administration of the Louisville/Jefferson County Homeless Services Continuum of Care. Specifically, this position will be tasked with the creation and implementation of a monitoring program for recipients of U.S Department of Housing and Urban Development Continuum of Care funding. This includes both on-site and desks monitoring, conducting and coordinating group trainings as needed, and gathering and synthesizing data from the Homeless Management Information System for the purposes of reporting on funding recipient



performance. The Monitoring and Training Specialist must have the ability to synthesize and understand a significant amount of federal regulations in order to appropriately complete the job tasks.

Duties

- Responsible for developing and implementing a monitoring program for the Louisville/Jefferson County Continuum of Care in conjunction with US Department of Housing and Urban Development regulations.
- Conducting annual on-site monitoring and desk monitoring as needed for recipients of Continuum of Care funding.
- Providing technical assistance based on monitoring finding and concerns.
- Coordinating one on one and group training with outside experts based on Continuum of Care needs and concerns.
- Developing a quarterly performance report template based on HUD requirements and established system performance measures.
- Data review using the Homeless Management Information System to complete the quarterly performance reports as required.
- Assist with data cleanup and troubleshooting as needed.
- Development of applicable written policies and procedures as related to job duties.
- Other duties as assigned, including representing the Continuum of Care and Coalition for the Homeless in various public meetings, assisting with the completion of the annual Continuum of Care Notice of Funding Availability, and responding to walk in client concerns.