



Title:	Monitoring and Training Specialist
Summary:	The position is responsible for overseeing implementation and compliance with Louisville Metro's CoC policies, system performance measures and requirements.
Reports to:	Monitoring and Training Supervisor
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. 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 Metro Homeless Services Continuum of Care (CoC). This position will be tasked with the implementation of a monitoring program for recipients of U.S Department of Housing and Urban Development CoC funding and expanding this tool to measure system performance measures. This includes both on-site and desk 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 understand a significant amount of federal regulations in order to appropriately complete the job tasks.

Duties

- Implement a monitoring program for the Continuum of Care (CoC) in conjunction with US Department of Housing and Urban Development regulations that takes into account systems performance measures, program compliance and CoC expectations.
- Conduct annual on-site monitoring and desk monitoring as needed for recipients of CoC and Youth Homeless Demonstration Project (YHDP) funding. This includes creating a final monitoring report to send to CoC monitoring recipients, and providing additional support to recipients based on findings.
- Provide technical assistance based on monitoring finding and concerns.
- Conduct a monthly data review using the Homeless Management Information System to ensure high data quality. Provide technical assistance to recipients that have poor data quality.
- Assist with data cleanup and troubleshooting to ensure integrity of HMIS system and system performance measures.
- Develop applicable written policies and procedures based on CoC and YHDP needs.
- Other duties as assigned, including representing the CoC and Coalition for the Homeless in various public meetings, assisting with the completion of the annual CoC Notice of Funding Availability, and responding to walk in client concerns.
- Create and distribute minutes at CoC, CoC board and CoC advisory committee meetings.
- Participate in the Consumer Participation Task Force and assist with policy changes.