

Full-Time Position: Monitoring and Training Specialist

The Coalition for the Homeless is hiring one full-time employee to perform monitoring, evaluation and training duties of homeless providers within the Louisville/Jefferson, Co. KY Continuum of Care. The pay is \$35,000 to \$45,000. Duties include monitoring all projects within the CoC for funding and programmatic compliance, including requirements dictated by the U.S. Department of Housing and Urban Development when appropriate. This position entails HMIS (Homeless Management Information System) quality reviews, data clean-up, troubleshooting, training community partners, pulling data from HMIS and initial analysis of the data. Communication skills, attention to detail, an ability to work with outside partners, ability to work in an ever changing environment and willingness to work as part of a team is essential. Please see job description attached. Interested applicants should submit a cover letter and resume to Danielle Otte, dotte@louhomeless.org by July 6th, 2021.

Coalition for the Homeless Job Description

Revised: June 18, 2021

Title:	Monitoring and Training Specialist
Summary:	Performs monitoring and training for Louisville/Jefferson, Co. KY homeless provider programs. Community wide high quality programs, funding compliance and excellent data is the desired objective.
Reports to:	Monitoring and Training Supervisor
Direct Reports:	None
Classification:	Full-time salaried
Minimum Requirements:	Applicants should have good communication and analytical skills, be attentive to detail, have the ability to work with a variety of community partners, be a self-starter and have reliable owned and insured vehicle. Familiarity with Microsoft Office suite and an ability to learn and perform a variety of computer skills is essential.

Duties:

- Monitor CoC member agency homeless programs for CoC compliance.
- Train CoC member agency personnel on HMIS and evaluate data quality.
- Run a variety of data reports out of HMIS and do initial data analysis.
- Present data information to the Continuum of Care community of providers.
- Identify emerging trends in homeless service needs, populations and effectiveness of various program and service models.
- Monitor CoC funded agencies for appropriate and timely funding expenditures and programmatic compliance.
- 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.