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| Job Title: | **Homeless Program Administrative Specialist** |
| Department: | **Community Services** |
| Reports to: | **Homeless Prevention CoC Programs Manager** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Sarah Hughes** |
| Date: | **February 3, 2021** |
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| Purpose: The Homeless Program Administrative Specialist will work in partnership with the Homeless Prevention Management team to organize and track the reporting of all current funding streams, (MSHDA, DHHS, VA SSVF, and HUD Homeless Grants and Programs).  |
| Essential functions:* Work with the HP general manager as a liaison to NMCAA and SSVF federal funders on all SSVF grant guidelines and funding streams.
* Coordinate the monthly and annual reporting and draw requirements for all MSHDA, DHHS, VA SSVF and HUD Homeless grants and programs.
* Work with the HP CoC Manager to coordinate and maintain communication channels with community organizations, businesses, and other service providers, in the region.
* Work with the HP management team to annually coordinate the grant renewal process for all Homeless Program grants. Work on team to write and submit the grants.
* Create, develop, and maintain Homeless Program grant Logs, reconciling them monthly.
* Track and maintain hotel/motel program log, submit hotel check requests, and reimbursement requests.
* Work closely with HMIS Systems Specialist to learn and utilize reports in HMIS.
* Prepare SAGE reports as needed for Youth, ESG and NWCEH for program compliance.
* Serve as a back up to HMIS Specialist in working with MCAH to develop provider pages for new programming, workflows, and changes in programming to maintain program compliance.
* Generates reports for call point and intake information for the NWCEH.
* Serves as a backup to HMIS Specialist to ensures maintenance of good HMIS data quality (94%) and to meet the HMIS needs of the SSVF program.
* Ensures important grant dates are tracked, adhered to, and fulfilled. Provides data for reports including monthly board report.
* Perform other duties as requested.
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| Position Objectives:* To effectively and efficiently perform the Essential Functions to end homelessness in our communities.
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| **Measured by:*** Annual performance reviews
* Annual ROMA reports
* Ongoing assessment
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| **Minimum Education:*** BA/BS in relevant field or equivalent experience.
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| **Minimum Experience:*** At least 1-year experience providing administrative support in a fast paced, multi-tasking office.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Demonstrates analytical and problem-solving skills.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Strong communication skills including, listening, verbal, and written communications.
* Strong organizational and computer skills. (Excel, Word, HMIS)
* Excellent report building skills to establish or maintain community partnerships with other organizations.
* Ability to read and interpret annual and monthly budgets and reports, and accounting ledgers.
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that sometimes requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:*** The Homeless Program Administrative Assistant position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
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