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| Job Title: | **Homeless Prevention Program Specialist** |
| Department: | **Community Services** |
| Reports to: | **Homeless Programs Manager.** |
| Grade: | **S** |
| Supervises: | **Housing Resource Specialist-HMIS** |
| FLSA Status: | **Exempt.** |
| Prepared by: | **Betsy Rees** |
| Date: | **May 23, 2017** |
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| **Purpose:**  The Homeless Prevention Program Specialist will work in partnership with the Homeless Program Manager to administer the homeless programming throughout a 10-county area. | |
| Essential functions:  *Homeless Management Information System (HMIS):*   * Responsible for knowing HMIS program changes and maintenance. * Generate monthly HMIS reports for management for the NW CoC as requested. * Generate monthly HMIS data quality reports for HP manager and HP coordinator for distribution out to case managers for data quality improvement on all programs. * Implement monthly, quarterly, semi-annual, and annual scheduled HMIS reports and distribute information as needed. * Attend and distribute information to HP staff from the monthly HMIS administrators meeting. * Check Housing Resource Specialists (HRS) HMIS accuracy on a weekly basis. HMIS monthly training and daily support of the HMIS system and system updates. * HMIS tracking mandatory training requirements of all Homeless Prevention staff and setting up the necessary training personnel for staff. * Works with the System Administrator to make sure staff is compliant within the HMIS system. * Prepares SSVF HMIS data and converts it to another software program for the monthly repository upload for NW CoC.   *Fiscal Management:*   * All HRS submit check requests weekly to Program Assistant to assure accuracy, HMIS entry, and financial log entry for all requests submitted into the business office. * Provide monthly reconciliation of SSVF, DHHS-Family Rehousing Program, DHHS-PSH program, and ESG in all offices. * Verify back up documentation for sub-grantees, generate check requests, and initiate draws for ESG and SSVF programs. * Creates the SSVF quarterly financial reports to the VA office that combines NMCAA and sub-grantees information to complete the report. * Creates the ESG quarterly financial report to the MSHDA office that collates NMCAA and sub-grantees information to complete the report. In addition, a match dollar report is generated for MSHDA. * Meets with Controller monthly to review funding expenditures and budgetary information.   *Homeless Prevention day to day office operations:*   * Attends Community Services department meetings and Homeless Program meetings as required. * Provides programmatic training and updates to SSVF and ESG sub-grantees and staff. * Assist with the preparation of grant applications, and application materials. * Design and revise SSVF brochures and posters. Develops PSAs and television spots to promote the SSVF program throughout the 23-county area. * Grant Activities:   + Track quarterly client served reports on DHHS-Family Rehousing Program, ESG and DHHS-Disabled PSH grants and follow up communication with HP staff.   + Gather and collate all HP grant statistical information and end of grant year data, assist with preparation of Annual Report. * Attend monthly SSVF Regional meetings and CoC meetings as required. * Maintain a working knowledge of NMCAA programs, keeping updated on changes. * Perform other duties as requested. | |
| Position Objectives:   * To meet the HMIS requirements needs of clients as well as co-workers. * To develop report with co-workers to ensure proper use of the HMIS system. * To ensure that all work is completed accurately and in a timely manner. * To represent the agency in a professional friendly, and caring manner. | |
| **Measured by:**   * Annual performance reviews * Annual ROMA reports * Ongoing assessment | |
| **Minimum Education:**   * A high school education or equivalent. | |
| **Minimum Experience:**   * 5 years of relevant experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * 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. | |
| **Minimum Skills Required:**   * Strong communication skills including, data base management, listening, verbal and written communication. * Strong organizational skills. * Excellent rapport building skills to establish or maintain partnerships with staff and other organizations. | |
| **Minimum Physical Expectations:**   * Be able to drive and travel as needed. * Physical activity that often requires extensive time working on a computer, involving keyboarding, sitting and phone work. | |
| **Minimum Environmental Expectations:**   * Physical activity that sometimes requires exposure to loud noises that do not require ear plugs. | |