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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.
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| 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.
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| **Measured by:*** Annual performance reviews
* Annual ROMA reports
* Ongoing assessment
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| **Minimum Education:*** A high school education or equivalent.
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| **Minimum Experience:*** 5 years of relevant experience.
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| **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.
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| **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.
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| **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.
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| **Minimum Environmental Expectations:*** Physical activity that sometimes requires exposure to loud noises that do not require ear plugs.
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