

Harrisonburg Redevelopment and Housing Authority Position Description

Position Title: Continuum of Care Coordinator

Reports To: Executive Director

Function: Provide administrative and project leadership in planning, developing, writing, and monitoring of the Western Virginia Continuum of Care grants, administrative plans, policy and procedures manuals and ending homelessness initiatives. Activities include: leading, directing and overseeing the Continuum's activities, grant coordination and grant operations, ensures homeless services and grant activities meet all federal and state regulations, performs complex analysis of projects, liaison with community partners, and provides project management, program evaluation and reporting functions.

Duties and Responsibilities:

1. Ability to identify community needs and possible resources, develop and create community partnerships to create a collective impact on addressing homelessness, in collaboration develop comprehensive and concise applications for funding, monitor all of the CoC's grants, and ensure all grant activities meet regulatory requirements.
2. Ability to work independently or in a team to analyze initiatives/projects, develops community support and creates project action steps, and work schedules. Leads or facilitates CoC meetings, case conferences and addressing homelessness initiatives.
3. Knowledge and experience in best practices in ending homelessness, interpreting complex federal regulations, state law and local ordinances in relationship to homelessness initiatives.
4. Ability to communicate effectively to a broad audience, analyzes, evaluate and write progress and summary reports, policies and procedures, and administrative plans.
5. Ability to create and maintain effective relationships with community stakeholders and other state, federal and local agencies.
6. Completes any other project as assigned by the Executive Director.