



**JOB TITLE: Systems Change Coordinator**

**DESCRIPTION:**

The Systems Change Coordinator supports communities in the Texas Balance of State Continuum of Care (TX BoS CoC) in the implementation and evaluation of local Coordinated Entry processes. Coordinated entry is an important process through which people experiencing or at risk of experiencing homelessness can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed using a standardized assessment tool, and quickly connect to appropriate, tailored housing and mainstream services within the community or designated region. Coordinated Entry provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs.

**ABOUT THN**

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC which covers 215 counties in the state.

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree required; Master's preferred in public policy, public administration, social work, data analysis, program evaluation or related field. Relevant work experience considered in lieu of graduate degree.
- 3-5 years or related work experience required
- Working knowledge or special training in HUD Continuum of Care planning
- Working knowledge or special training in Coordinated Entry



- Working knowledge of the dynamics of homelessness
- Working knowledge or special training in the Homeless Management Information System (HMIS), preferably ClientTrack
- Working knowledge or special training in systems change, collective impact,
- Computer skills: Word, Excel, PowerPoint, Adobe Acrobat, and GoToWebinar
- Ability to communicate effectively, both orally and in writing
- Ability to conduct training workshops
- Ability to work as a team member
- Grant-writing experience is beneficial
- Demonstrates experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes
- Willingness to learn new concepts, keep an open mind
- Passion for social justice issues and desire to work toward the goal of ending homelessness

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Coordinated Entry Process Coordination:**

- Communicate at least monthly with Coordinated Entry Planning Entities (CEPEs) about implementation progress
- Coordinate all aspects of Coordinated Entry in the TX BoS CoC
- Conduct one-on-one technical assistance, as needed
- Develop and update materials such as the Coordinated Entry Written Standards and trainings
- Manage the Coordinated Entry workflow in the Homeless Management Information System (HMIS)
- Produce monthly reports on Coordinated Entry implementation progress
- Responsible for ensuring that assessors are trained appropriately
- Regularly review project performance with CEPEs
- Engage in ongoing program evaluation and seek and implement innovative strategies for improvement



- Assist communities in the expansion of Coordinated Entry to other systems such as healthcare, criminal justice, and employment

**Continuum of Care Planning:**

- Communicate regularly and effectively with emergency, temporary, and permanent housing providers in the TX BoS CoC to address concerns, develop and implement strategies for engagement and compliance and engage in community outreach and education
- Assist with the annual Continuum of Care Program Notification of Funding Availability (NOFA), as needed

**WORKING CONDITONS:**

- Must be available to travel up to 30 percent of the time
- Available for nights and weekends during large projects with advanced notice. Unlikely to be more than once per quarter.

**PAY AND BENEFITS:**

- Pay commensurate with experience. Please include salary history.
- Benefits provided include health insurance, dental insurance, and a retirement plan.
- Flexible work schedule and opportunity to distance work.

**HOW TO APPLY:** Email a cover letter, resume and salary history to [Kameron@thn.org](mailto:Kameron@thn.org) no later than 7/26/17. Applications will be reviewed on a rolling basis.