JOB ANNOUNCEMENT

JOB TITLE: ESG and SSVF Performance Coordinator

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.

DESCRIPTION:

THN seeks to fill the full-time position of ESG and SSVF Performance Coordinator. This position will support Emergency Solutions Grant (ESG) Program recipients and subrecipients and Supportive Service for Veterans Families (SSVF) recipients in the Texas Balance of State Continuum of Care (TX BoS CoC). This position will evaluate outcomes of ESG-funded and SSVF-funded projects and provide technical assistance, education, and training to the recipients, subrecipients, and grantees of ESG and SSVF program funding to improve performance.

This position is grant funded, and employment is contingent on the continued receipt of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performance Monitoring and Evaluation (75%)
Emergency Solutions Grant (ESG) Program
- Develop an ESG consultation/review process, including ESG fund allocation, ESG performance measures and performance targets, ESG Written Standards aligning with CoC Written Standards, ESG participation in Coordinated Entry, and ESG Violence Against Women Act (VAWA) Emergency Transfer Plan (ETP) aligning with the CoC's VAWA ETP

- Conduct ESG consultation, or review process, with each recipient
- Facilitate consistent communication with ESG recipients and sub-recipients to monitor project effectiveness
- Assist in the consultation with Consolidated Planning Jurisdictions that receive ESG Program-funding on their Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER)
- Work closely with THN's HMIS team, Data team, and Systems Change Coordinator to support ESG recipients and subrecipients with using ClientTrack, the TX BoS CoC Homeless Management Information System (HMIS), or a comparable database, reporting data, and participating in Coordinated Entry
- Develop and implement performance targets
- Develop a performance score card
- Conduct site visits

Supportive Services for Veteran Families (SSVF) Program

- Complete Community Plans and Department of Veterans Affairs (VA) Gaps Analyses, as requested by the SSVF Program Office
- Attend bi-monthly regional SSVF Coordination calls
- Assess improvement, education, and training needs of low-performing grantees
- Develop appropriate strategies, implement support plans, monitor outcomes and improvements
- Arrange for and/or develop training and TA materials
- Serve as the CoC point of contact for waiver requests, program changes, and letters of support
- Assist grantees in applying for federal recognition in achieving the United States Interagency Council on Homelessness (USICH) Criteria and Benchmarks for ending Veteran homelessness
- Conduct site visits

TX BoS CoC Planning and Operations (25%)

- Assist with and contribute to the annual CoC Program Notice of Funding Availability (NOFA) competition; during this period more than 25% of this position's time may be spent on the competition

- Participate in strategic planning and implementation of the CoC Work Plan, with a commitment to iteration and improvement
- Produce, support, and participate in TX BoS CoC webinars, as needed
- Capture best practices from high-performing communities as a strategy for scale
- Provide support to the Director of CoC Programs and CoC Director of Data to accomplish Priority Projects

QUALIFICATIONS:

- Bachelor's Degree or at least four years of related work experience required; Master's preferred in public policy, public administration, social work, data analysis, social sciences, or related field Relevant work experience considered in lieu of graduate degree
- Passion for social justice issues and the belief that ending homelessness is possible
- Experience and management of homeless assistance programs, preferably Emergency Solutions Grant (ESG) Program and/or Supportive Services for Veteran Families (SSVF)
- Experience and proficiency with HMIS, e-snaps, and Sage HMIS strongly preferred
- Experience and proficiency with Microsoft Excel required
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Strong community development experience and ability to collaborate with others to plan, implement, and finish high-quality projects
- Experience with Adobe Connect preferred
- Excellent communication skills, including the ability to train groups, write documents and create training materials
- Ability to create and manage complex spreadsheets and reports
- Ability to serve as a confident and commanding facilitator

WORKING CONDITIONS:

- Must be available to travel up to 20 percent of the time

- The position can be located anywhere in Texas with a preference for candidates who can work out of THN's Austin office. The position provides for the flexibility to work from a remote location without the standard support available at an office if such an arrangement meets the needs of THN.

PAY AND BENEFITS:

- $47,500/year
- Benefits provided include health insurance, dental insurance, and 401K.

HOW TO APPLY: Email a cover letter, a resume, and three references to hr@thn.org. The application deadline is 09/28/2018.

Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness.

THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.