



**JOB TITLE:** Ending Veteran Homelessness Specialist

**REPORTS TO:** 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 Texas Balance of State Continuum of Care (TX BoS CoC), which covers [215 counties](#) in the state.

**DESCRIPTION:**

Texas Homeless Network seeks to fill the full-time Ending Veteran Homelessness Specialist Position. This position will support the goal of ending Veteran homelessness in the TX BoS CoC. This full-time position will work with multiple stakeholders from around the TX BoS CoC including non-profit service providers, the VA, State agencies, and units of local government to help communities end Veteran Homelessness. This staff person will conduct research on best practices and communicate with other state and national partners for information and support. This position will work closely with multiple stakeholders to ensure every community will be able to measure progress on ending veteran homelessness and have a plan to achieve that goal.

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with local stakeholders from around the TX BoS CoC to ensure a plan is in place to end Veteran homelessness.
- Work closely with the ESG & SSVF Programs Coordinator and Systems Change Team to implement a TX Balance of State Continuum of Care Plan to End Veteran Homelessness.
- Provide training on best practices to end Veteran homelessness.
- Ensure all communities are case conferencing on their Veterans By Name List.
- Work with THN's Coordinated Entry Data Specialist to ensure communities have a better understanding of how the CE process works and how accurately count the number of veterans experiencing homelessness in those communities.

- Work with THN's Data Coordinator to ensure communities have an understanding of the number of Veterans Experiencing Homelessness on the night of the Point in Time Count.
- Work with communities and THN's Data Coordinator to ensure outreach to Veterans during the Point in Time Count is accurate and outreach is performed after the Point in Time Count to connect Veterans Experiencing Homelessness with coordinated entry.
- Create a dashboard for each community that will track key performance measures for homeless veterans within the HMIS system, including average length of time homeless, exits to permanent housing, new entries to the system, and increases in income.
- Work with community partners to ensure veterans experiencing homelessness quickly move into permanent housing using a Housing First approach.
- Conduct site visits.
- Perform other tasks as necessary.

#### **QUALIFICATIONS:**

- Two or more years of previous work experience in a professional environment.
- No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role.
- Passion for justice, equity, and ending homelessness.
- Experience working with people experiencing homelessness.
- Ability to work independently and self-manage to achieve goals while being a strong team player.
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) and Google Suite (Google Docs, Sheets, Slides, Forms) required.
- Experience with project management applications such as Basecamp, Trello, Jira preferred.
- Has the ability to speak to the public. Experience in both small and large settings, ability to organize and produce cogent presentations.
- Has the ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, nonprofit organizations, and the general public.
- Must possess the ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; to develop and evaluate policies and procedures.
- Experience utilizing Tableau preferred.
- Experience using Adobe Connect preferred.
- Excellent, clear, and concise written and verbal communication.
- Proven ability to manage multiple projects simultaneously in a fast-paced, dynamic team environment and demonstrate a willingness to shift easily between various responsibilities with diverse stakeholders while having high attention to detail.

- Ability to exercise excellent independent judgment and ownership of decisions.
- Creativity and innovation

#### **WORKING CONDITIONS:**

- Must be available to travel up to 20 percent of the time.
- The position can be located anywhere in Texas with preference given to people who live and work in the Texas Balance of State Continuum of Care. 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:**

- \$19.50/hour
- Benefits provided include health insurance, parental leave, dental insurance, and 401K.

#### **HOW TO APPLY:**

Email a cover letter, resume, and list of three references to [hr@thn.org](mailto:hr@thn.org). Please include "Ending Veteran Homelessness Specialist" in the subject line. The application deadline is 11:59:59 P.M. on 5/29/2019.

Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness, Veterans, and people who live and work in the Texas Balance of State Continuum of Care.

We are committed to Employment Equity and encourage applications from all qualified candidates.

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.