

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**JOB DESCRIPTION**

**CONTINUUM OF CARE COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**POSITION DESCRIPTION**

Under the direction of the Housing Authority of the County of Butte (HACB) and in collaboration with the Butte County Homeless Continuum of Care (CoC) Council, the Continuum of Care Coordinator will act as the lead person for Continuum of Care activities. The Continuum of Care Coordinator will be responsible for organizing a Butte County Continuum of Care planning process, including the creation of a core working group, definition of roles and responsibilities, identification of desired outcomes, establishment of a timetable and goals, and implementation of the plan.

This position is exempt.

**PROGRAM DESCRIPTION**

The Continuum of Care is a required structure to access a set of three competitive US Department of Housing and Urban Development (HUD) programs based on the law of McKinney – Vento Homeless Assistance Act to address the problems of homelessness in a comprehensive manner in concert with other federal agencies. The three programs are the Supportive Housing Program (SHP), the Shelter Plus Care (S+C) program, and the Single Room Occupancy (SRO) program. After HUD publishes a Notice of Fund Availability (NOFA) for Continuum of Care Homeless Assistance in the Federal Register each year, applicants must submit specific information about a proposed project, along with their Continuum of Care application (aka Exhibit One). The five planning steps include: organizing an annual CoC planning process, collecting needs data, determining and prioritizing gaps in the CoC homeless system, developing strategies and action plans, and implementing the action steps in accordance with the CoC Plan.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Executive Director. No supervision of other employees exercised.

## **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

1. Oversee the CoC planning process in agreement with local priorities and HUD regulations.
2. Prepare the annual Exhibit One document, including timetable, implementation steps and gap analysis.
3. Facilitate an equitable rating and ranking process for CoC homeless assistance program applicants.
4. Develop and maintain effective collaborative relationships with homeless service providers, community groups, elected and appointed public officials, and private industry representatives.
5. Attend monthly Greater Chico Homeless Task Force Meetings.
6. Attend monthly Greater Oroville Homeless Coalition Meetings.
7. Attend monthly Paradise Ridge Homeless Coalition Meetings.
8. Coordinate all other continuum-wide subcommittee meetings.
9. Participate in Regional Homeless Roundtable Meetings.
10. Coordinate the development of a 10-year Plan to End Homelessness.
11. Coordinate annual point-in-time Homeless Census and Survey.
12. Coordinate countywide data collection/HMIS.
13. Promote improved access to discharge planning services.
14. Provide assistance and consultation to annual Exhibit Two (this contains information about each specific project in the application) project applicants.
15. Coordinate submission of proposal for the HUD Super Notice of Funding Availability (NOFA).
16. Develop recommendations annually to enhance the effectiveness of local service delivery to the homeless population.
17. Develop and support the CoC Council.
18. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

HUD Affordable Housing and Homeless programs and local government  
Funding and community development methods

### **Ability to:**

Prepare written documents, facilitate meetings, and build coalitions  
Work with diverse community groups and populations  
Apply excellent interpersonal and communication skills  
Use telecommunications and computer applications related to position

Work productively, creatively and with independent initiative  
Comply with drug/alcohol free workplace requirements  
Type 45+ WPM

### **Experience and Education/Training Guidelines**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Experience:**

BA in human services or related field or equivalent experience.

#### **Licenses or Certificates:**

Requires a valid California driver's license and can qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

### **ADA COMPLIANCE**

#### **Environmental Factors:**

Normal office setting with some travel to attend meetings or attend training events; contact with people of various social and economic backgrounds; may be required to travel to different locations; may require varying hours of work.

#### **Physical Ability:**

Incumbents require sufficient mobility to work in an office setting and operate office equipment including computers; perform repetitive motion of wrists and hands; travel to various locations and conduct site inspections. Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 35 pounds.

#### **Mental Ability:**

Tasks involve the ability to make appropriate, independent, impromptu decisions and determinations.

#### **Sensory Requirements:**

Vision sufficient to read computer screens and other printed documents.

The Housing Authority of the County of Butte (HACB) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HACB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date