

April, 2018

**POSITION TITLE: Continuum of Care (CoC) Support Specialist  
Limited Service – Subject to Annual Funding**

**DEPARTMENT: Housing Program Administration**

**DIVISION: Continuum of Care Program**

**REPORTS TO: Director, Housing Program Administration  
Day-to-Day Direction from Grants Administrator in cooperation with an  
advisory role provided by the VT Coalition to End Homelessness**

**SUPERVISES: No Staff**

**PURPOSE:** The Continuum of Care (CoC) Support Specialist position will be located at and supervised by the Vermont State Housing Authority (as Collaborative Applicant) to support the VT Coalition to End Homelessness (VCEH) with: *CoC Coordination, CoC Application, and Developing a CoC System.*

As Collaborative Applicant of the HUD Continuum of Care Program on behalf of VCEH, VSHA receives a CoC Planning grant. The CoC Planning grant is awarded on an annual basis and is the sole funding source for the CoC Support Specialist position. Although there is no certainty for any federal program, current CoC Planning grant funds are guaranteed through July 2019, with a strong likelihood of continued annual availability.

VCEH is charged with the development and operations of an effective system to prevent and end homelessness within the Vermont Balance of State Continuum of Care (VT BoS CoC), which covers all of Vermont except for Chittenden County. VCEH is comprised of a broad range of stakeholders invested in preventing and ending homelessness, including current/formerly homeless persons, regional planning bodies called local Continuums of Care, service/housing providers, advocacy organizations, state and quasi-state agencies, and partner coalitions.

As Collaborative Applicant, Vermont State Housing Authority coordinates and submits an annual competitive HUD grant application for homelessness funding. Further, the Vermont State Housing Authority supports VCEH with CoC operations, strategic planning, and the fulfillment of HUD-mandated activities. The CoC Support Specialist will assist VCEH in building the capacity of VCEH to carry out its collaborative planning efforts to prevent and end homelessness.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

The CoC Support Specialist Position will be provided with extensive support, training, and guidance to fulfill their role to:

1. Develop and maintain effective working relationships with all CoC members: current and former homeless persons, advocates, emergency shelters and other homeless providers, youth and family providers, domestic violence and veteran providers, community action agencies, mental health and substance treatment providers, housing trusts and public housing authorities, property owners, private and public agencies, statewide partner organizations, community members, VSHA staff and others to meet the needs of the VCEH.
2. Support VCEH Board development and related activities such as: inclusive representation, meeting planning, trainings, technical assistance, system performance, strategic planning, committees, special projects, governance, etc.

3. Perform strategic communications-related duties, including website updates and listserve communications.
4. Assist with some planning activities related to the annual HUD CoC NOFA application.
5. Support Local Continuums of Care with organizational development and general support, training and technical assistance.
6. Assist with the annual Point in Time Count of people experiencing homelessness and Housing Inventory Chart of Homeless Beds, including trainings, preparation and collection of surveys, and other related activities.
7. Performs other eligible related activities of the CoC Planning grant as assigned.

## **ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:**

### **Education:**

1. Associates Degree.
2. An Associate's Degree may be substituted, on a year-for-year basis, for equivalent experience with administrative/technical/office practices, social services, and/or related skills.

### **Essential Experience:**

1. Two years of administrative/technical work, including public contact, with a preference for someone with experience in the fields of human services/housing, public service, community development, planning, communications and/or a related topics.

### **Skills and Abilities:**

1. Demonstrate a strong commitment to the inter-related missions of both the VT Coalition to End Homelessness and VSHA to end homelessness and poverty.
2. Respect a variety of diverse backgrounds, experiences and opinions.
3. Ability to learn, adapt, communicate calmly and professionally, and develop effective working relationships.
4. Aptitude of sensitivity in dealing with confidential information and adhering to policies.
5. Ability to meet goals and objectives, set by VSHA and VCEH, within a specific timeframe.
6. Possess strong organizational skills; ability to plan and organize a varied workload; quickly identify priorities; operate under stress, work independently when needed, and refer to the VSHA for clarifications of policy/practices, program regulations, etc.
7. Demonstrate skillset in meeting and training facilitation, strategic planning, and public speaking.
8. Strong ability to work independently to identify barriers on the way to completing a task and creatively problem solve.
9. Ability to use word processing, spreadsheets, and other computerized programs as well as general office equipment accurately and proficiently.
10. Ability to collect pertinent and detailed data from a wide variety of sources maintaining detailed, thorough and accurate files.

### **Certifications/Registrations/Licenses:**

**Essential:** Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

**Working Conditions/Physical Demands:**  
**Essential:**

1. Full time position, 40 hours per week, limited service subject to annual funding, classified position.
2. Must be able to report to work on time and adhere to VSHA work schedules, rules, and regulations.
3. Primarily office environment with an average of 8 hours weekly in the field.
4. Ability to bend over to low files and reach high files.
5. Ability to lift, carry, push, pull or otherwise move an object.
6. Walking, standing and driving for varied amounts of time.

**Equipment Used:** Computer, printer, scanner, telephone, TTY, FAX, photocopier, calculator, general office equipment and software.

**Pay Classification: 7**

**Background Resources on VCEH and the HUD Continuum of Care and Program:**

Vermont Coalition to End Homelessness website: <http://helpingtohousevt.org/>

Establishing the Continuum of Care (Recording - 3:34 minutes):

<https://www.hudexchange.info/resource/3102/establishing-the-continuum-of-care/>

Establishing and Operating a Continuum of Care (Introductory Guide):

<https://www.hudexchange.info/resources/documents/Program.pdf>