

**Community Link
Coordinated Assessment Lead**

Job Title: Coordinated Assessment Lead
FLSA Status: Exempt

JOB PURPOSE
This position conducts Coordinated Assessments (CA) with homeless individuals and families, or those at imminent risk of homelessness, to effectively and efficiently connect them to the best available homeless shelter and/or scarce housing options in the community. It ensures appropriate use of resources by determining housing need and assessing vulnerability. This position may follow up with customers until which time they are connected to a homeless services provider. This position will oversee Coordinated Assessment for the Piedmont Region.

REPORTING RELATIONSHIPS	
Reports To	Homeless to Housing Program Manager (Piedmont Region)
Supervises	N/A
Service Area	Cabarrus, Stanly, Union, Davidson, Rowan

RESPONSIBILITIES / ACCOUNTABILITIES		
Responsibility/ Accountability Categories	Key Activities <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Outcomes / Exceptional Performance	% of Time (Sums to 100%)
Coordinated Assessment and Community Engagement	<ul style="list-style-type: none"> Conduct in-person and phone VI-SPDAT assessments for those households experiencing homelessness or at imminent risk of homelessness. Conduct routine follow up with customers until which time they are connected to longer term supports Accurately enter client-level data into Homeless Management Information System (HMIS). Maintain the waiting list and make appropriate referrals to housing agencies. Oversee assessment sites and ensure all assessors have been appropriately trained Ensure agencies and/or households submit all required documents for the determination of eligibility of homeless services. Present/Lead community meetings. Ensure adequate supply of marketing materials needed to advertise Coordinated Assessment. 	70
Casework Services	<ul style="list-style-type: none"> Conduct thorough assessments of all new customers and assist during periods of crisis and/or transitions by utilizing appropriate social work methods. Coordinate customer referrals, as appropriate, to community resources and to internal resources for housing. In partnership with customers, develop, review and amend efficient and effective case plans. 	5

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Legal Aspects	<ul style="list-style-type: none"> Maintain confidentiality of all program documents and records. Adhere to NASW Code of Ethics. Maintain participant and CoC Program documentation, including all financial and programmatic records, for a period of at least five years in accordance with 24 CFR § 578.103 (c). 	5
Administration	<ul style="list-style-type: none"> Compile data for quarterly outcome reports to the Balance of State. Participate in the Monthly Balance of State Coordinated Assessment Exchange Call Submit monthly tracking reports Ensure Coordinated Assessment Plan is up-to-date and approved with any changes by BoS 	10
Database/ File Maintenance	<ul style="list-style-type: none"> Ensure customers sign a consent form regarding the database. Update and maintain pertinent information. Input data in a timely manner (24 hours). Accurately record case notes, update plans and recertify as required. Maintain confidentiality for all program records and documents. 	10

ESSENTIAL JOB FUNCTIONS
<ul style="list-style-type: none"> The employee is required to travel more than 50% of the time Travel may include trips to local meetings and occasional overnight travel to meetings or conferences. Driving Typing Data entry 10 key Proficiency with word processing , spreadsheets, email or presentation software Ability to exercise independent judgment and reason objectively. Ability to communicate effectively in written and oral expression Ability to document accurately, concisely and in a timely manner. Ability to handle a variety of duties.

POSITION REQUIREMENTS
<ul style="list-style-type: none"> While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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MINIMUM REQUIREMENTS	
Education	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college or university in Social Work. •
Experience	<ul style="list-style-type: none"> • Two-Three years' experience in social services assessment and service delivery. • Experience based understanding of protocols related to real estate taxes, utilities management, and similar factors related to home occupancy.
Certifications	<ul style="list-style-type: none"> • None required.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of Coordinated Assessment and VI-SPDAT, or other evidence-based tools. • Knowledge of issues, national/state/local laws and guidelines impacting homeless populations. • Knowledge of needs and experiences of individuals and families experiencing homelessness.

PREFERENCES
Bilingual in Spanish.

Employee Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Community Link.

Employee Signature

Date