



JOB ANNOUNCEMENT

JOB TITLE: CAHP (Coordinated Assessment and Housing Placement) Coordinator
JOB TYPE: Full-Time, At-Will, Salaried Position
SALARY: \$55,000-\$65,000

SUMMARY: The CAHP (Coordinated Assessment and Housing Placement) Coordinator is an integral member of the Coordinated Assessment and Housing Placement (CAHP) system and is responsible for supporting the implementation of the community's CAHP system in accordance to federal guidelines established by the U.S. Dept. of Housing and Urban Development (HUD) and local priorities. This includes the facilitation of community housing match and case conferencing meetings, outreach to housing providers to maintain real-time vacancy reporting, and continuous data monitoring for quality improvement and performance measurement. Tasks also involve coordination of the existing resources within the community, engagement and collaboration with outreach teams and shelters, development of new resources, reporting on the successes of the Coordinated Entry system and direct participation in relevant meetings of the DC Interagency Council on Homelessness (DCICH) as well as other system planning meetings. The CAHP Coordinator will also work with Coordinated Entry Administrator and other CAHP staff on data-driven projects and information requests throughout the year.

Specific Duties and Responsibilities of the Position:

CAHP meetings:

- Complete all pre and post work for CAHP related meetings, primarily housing match meetings including systemwide emails, report preparation, provider engagement and other follow ups;
- Facilitate housing match meetings and support CAHP staff at system planning meetings;
- Engage assessment and housing navigation teams to coordinate individuals experiencing homelessness with housing resources (including permanent housing, rapid rehousing and transitional housing), and services for mental health, medical, and legal concerns; and

Data & Quality Assurance/Improvement:

- Administrative support for Homeless Management Information System (HMIS) and reporting requirements related to CAHP;

- Administer VI-SPDAT, SPDAT and F-SPDAT trainings once appropriately trained to do so;
- Monitor and train staff to monitor data quality related to housing matches, assessments and other system performance measures (i.e. housing placements, system trends, etc.)

Provider Recruitment:

- Strong communication with housing and service providers to maintain a real-time understanding of housing units and vacancies for the population;
- Assist with reporting requirements for housing placements and assessment coverage
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

Requirements and/or Preferred Experience (May be some combination of experience or education):

- Bachelor’s degree, with 3-4 years of experience and/or training in homeless services work, especially related to grant writing, programmatic oversight, and monitoring or an equivalent combination of education and experience.
- Strong analytical skills, including documentation of methodologies and understanding of system reporting such as housing program performance measures, system improvement, etc.
- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, MS Access, and MS PowerPoint.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- Knowledge and experience of Violence Against Women Act (VAWA) and other trauma informed best practices related to serving survivors of domestic violence;
- Experience with Homeless Management Information System (HMIS) and/or ServicePoint.
- Experience in facilitating meetings for a variety of audiences, including but not limited to clients, case managers, managerial staff and organizational leadership.
- Proficiency with Service Prioritization Decision Assistance Tool (SPDAT) suite of assessments.
- Previous case management or direct service experience with highly vulnerable individuals experiencing homelessness and other subpopulations such as youth, older adults and families.
- Prior experience within Coordinated Assessment and Housing Placement (CAHP) systems, with a preference for local expertise within the District of Columbia
- Experience in collaborating with multiple governmental, nonprofit and private agencies and service providers to coordinate care, make clinical decisions, and facilitate next steps for individuals experiencing homelessness.
- High level of attention to detail.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to critically think and problem solve on both specific projects and larger systemic

- instances.
- Ability to conduct self-directed work and/or function as a part of a team.

APPLICATION PROCESS

- Email a cover letter and résumé to Eileen Rosa erosa@community-partnership.org with *CAHP Coordinator* in the subject line. No phone calls, please.
- No phone calls.

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If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)