



JOB ANNOUNCEMENT

JOB TITLE: CAHP Coordinator - Veterans
JOB TYPE: Full-Time, At-Will, Salaried Position
SALARY: \$60,000-\$70,000

POSITION 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.

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

CAHP meetings:

- Complete all pre and post work for CAHP related meetings, primarily housing match meetings
- 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

Project Management:

- Serve as representative and “data lead” through the Built for Zero initiative, including tasks related to reporting, creating and implementing project plans and attending conferences;
- Assist and/or lead in the development and implementation of other system improvement projects where needed;
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

QUALIFICATION/ REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and experience.
- Bilingual in English and Spanish a plus

REQUIRED SKILLS AND ABILITIES

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, 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.).
- High level of attention to detail.
- Outstanding organizational and planning skills.
- Ability to effectively prioritize and manage multiple tasks at the same time.
- Comfort with public speaking and providing instruction to large groups.
- Ability to conduct self-directed work and/or function as a part of a team.
- Experience with Homeless Management Information System (HMIS);
- 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;

APPLICATION PROCESS

- Email a cover letter and resume to Tom Fredericksen (tfredericksen@community-partnership.org) with CAHP Coordinator in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day of employment, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP Employees must also follow all health and safety protocols established by TCP to help maintain a safe workplace.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

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).