



JOB ANNOUNCEMENT

JOB TITLE: CAHP (Coordinated Assessment and Housing Placement) Coordinator - Family
JOB TYPE: Full-Time, At-Will, Salaried Position
SALARY: \$65,000-\$75,000

SUMMARY: Coordinated Entry, locally referred to as Coordinated Assessment and Housing Placement (CAHP), is the federally mandated process through which the District of Columbia Continuum of Care (CoC) identifies households experiencing homelessness and connects them with available housing resources. The CAHP Coordinator is responsible for implementing the District's CAHP system in accordance with guidelines established by the US Department of Housing and Urban Development (HUD) and the local CoC. The CAHP Coordinator will support the CAHP Administrator (Youth and Family) with crafting CAHP related policies, components of special projects, data and reporting for their specific subsystem, along with participating in policy meetings. The CAHP Coordinator will lead maintenance of manuals and policy documents, directly implement matching processes in their subsystem, and will be responsible for developing curriculum for CAHP-specific trainings.

Specific Duties and Responsibilities of the Position:

Policy:

- Works with CAHP Administrator (Youth and Family) to update subsystem specific matching policies at least annually, including obtaining feedback on policies, evaluating CAHP system performance, and presenting recommended changes;
- Leads updating and maintaining CAHP system manuals;
- Works with CAHP Administrator (Youth and Family) to support, participate in or lead relevant community and policy meetings

Matching:

- Complete all pre-work for CAHP related matching processes and/or meetings, including but not limited to creating pre-check forms, By Name Lists, reviewing and approving case conferencing requests, creating match meeting agendas, confirming housing vacancies;
- Facilitate offline referral processes and/or meetings to identify referrals to available housing resources;

- Complete all post work for CAHP related matching processes and/or meetings, including but not limited to recording matches in HMIS, updating internal and external trackers with match information, sharing match information with community providers;
- Conduct other offline care coordination activities with service providers and/or other agencies to help connect households experiencing homelessness to services and prepare for connection to housing supports

Special Projects:

- Works with CAHP Administrator (Youth and Family) on components of general CAHP team projects and subsystem specific projects;
- Leads developing curriculum for CAHP-specific trainings;
- Leads orientation meetings to orient new agencies that are joining CAHP

Data and Reporting:

- Leads ongoing subsystem specific data collection, analyze subsystem specific data, and present data to the community;
- Works with CAHP Administrator (Youth and Family) to report on performance of their specific subsystem;
- Works with CAHP Administrator (Youth and Family) to ensure high data quality for CAHP-specific data elements

Other:

- Attend meetings that are led by our partner agencies
- Other duties as assigned as deemed appropriate

MANDATORY REQUIRMENTS:

EDUCATION OR EXPERIENCE

- Bachelor’s degree (or equivalent experience) in human or social services, or equivalent combination of education and experience.

REQUIRED SKILLS AND ABILITIES:

- Experience with Homeless Management Information System (HMIS), or other experience with data collection, analyzing data to inform policies, and database management;
- Strong analytical skills, including documentation of methodologies and understanding of system reporting such as housing program performance measures, system improvement, etc.;
- Advanced computer literacy skills and expertise with software use in a typical office environment, including demonstrable knowledge of the Microsoft Office Suite, specifically Teams, Excel and Access, and proficiency with data input;
- Previous case management or direct service experience with highly vulnerable households experiencing homelessness;
- High level of attention to detail;

- Ability to critically think and problem solve on both specific projects and larger systemic instances;
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences such as consumers, service providers and community leadership;
- Comfort with public speaking and providing instruction to small and/or large groups;
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time, with a full calendar of meetings;
- Ability to conduct self-directed work and/or function as a part of a team
- Proficiency with Service Prioritization Decision Assistance Tool (SPDAT) suite of assessments;
- 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 households experiencing homelessness;
- Experience in meeting facilitation for a variety of audiences, including but not limited to clients, case managers, managerial staff and organizational leadership;
- Demonstrate knowledge and experience with SmartSheets;

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Exhibit manual dexterity to dial a telephone, operate a computer keyboard and handle paper documents
- Ability to enter data and/or information into a computer
- Ability to understand written and/or oral instructions
- Ability to read a computer screen and printed materials with or without vision aids
- Physical ability to bend, stoop, climb stairs and reach overhead
- Prolonged periods of sitting at a desk and working on a computer

APPLICATION PROCESS

- Apply for this position through the TCP career center Recruitment (adp.com)
- 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 on site, 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 contractors must also follow all health and safety protocols established by TCP to help maintain a safe workplace and healthy environment.

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 contractors, employees or applicants for employment. Personnel or selection decisions shall be based on merit and the ability to perform the essential functions of the work, 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).