



Position Description

Position:	Coordinated Entry Coordinator	FLSA Exempt:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Family:	Social and Community Services Managers	Job Code:	11-9151
Status:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time/Contract <input type="checkbox"/> Temporary (OPS)/Intern		
Salary Range:	\$46,000 - \$52,000; or <i>Commensurate with experience as outlined below</i>		
Reports To:	Program Director		

Position Summary:

The Coordinated Entry Director is responsible for implementing, maintaining, and improving the Coordinated Entry System (CES) within the BBCoC's eight-county coverage area, which includes Leon, Gadsden, Wakulla, Liberty, Jefferson, Franklin, Madison, and Taylor Counties. This role requires collaboration with local service providers, public housing authorities, and community partners to ensure effective access to housing and supportive services for individuals and families experiencing homelessness.

Duties and Responsibilities: *This job description will be reviewed and updated as duties and responsibilities change and develop, subject to changes of business necessity.*

% OF TIME	DUTIES AND RESPONSIBILITIES
40%	Update Coordinated Entry (CE) policies and procedures, ensuring alignment with federal guidelines. Facilitate CE committee operations, case staffings, and collaboration with service providers to support individuals in securing permanent housing. Maintain accurate referral and by-name lists, generate monthly reports, regular monitoring, and expand CE partnerships through engagement and training initiatives.
10%	Serve as the CoC liaison for the Built for Zero initiative, ensuring timely data reporting and community updates on progress toward ending veteran and chronic homelessness. Assist in developing strategic plans and coordinating efforts to achieve these goals.
10%	Ensure accurate and consistent CE data entry and monitoring for access and referral partners. Work with HMIS staff to maintain data quality, security, and compliance with BBCoC's Data Quality Plan while keeping essential homelessness and housing data updated.
10%	Stay updated on CoC programs, CE, and affordable housing initiatives through training, webinars, and professional development opportunities, ensuring knowledge aligns with current best practices and funding requirements.
20%	Ensuring effective client engagement, housing referrals, and partnerships with Public Housing Authorities. Provide guidance to ensure timely placement in set-aside units and voucher programs while maintaining successful housing outcomes.
10%	Support CoC partner agencies through timely responses, effective communication, and participation in program monitoring. Represent the agency at community events, assist leadership as needed, and perform other housing service-related duties.

This job description is not intended to provide an exhaustive list of all duties, responsibilities, or activities that may be required for this position. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice to meet the evolving needs of the organization.

Subordinates:

POSITION TITLE/ROLE

N/A

ESSENTIAL JOB FUNCTIONS

Coordinated Entry System

- Responsible for creating, maintaining and recommendation of changes to the Coordinated Entry (CE) Policies and Procedures, with annual evaluation and updates.
- Responsible for staffing the Coordinated Entry Committee including maintaining a committee email list, drafting and distributing meeting agendas, minutes and calendar invitations.
- Update CE policies and procedures to reflect federal guidelines and recommended changes
- Responsible for facilitation of case staffings as part of the Coordinated Entry Procedure.
- Provide support to case managers at service provider agencies to ensure families and/or individuals successfully transition into permanent housing
- Ensure all partners and referral agencies are conducting CE as outlined in policy and procedures
- Ensure all CE partners have completed and up to date MoUs with BBCoC for CE operations.
- Expand use of CE by engaging new partners for participation in Coordinated Entry
- Ensure there is a process in place with Public Housing Authorities to prioritize use of vouchers for those exiting homelessness and needing long term vouchers.

Built for Zero Initiative

- Serve as the CoC liaison for the Built for Zero initiative to end veteran and chronic homelessness
- Ensure monthly reports are submitted to Built for Zero for dashboard reports

Data Collection and Maintenance

- Ensure all CE data entry is consistent with entries and reports for Access and Referral Partners
- Monitor Access Partners and Referral Partners for application of CE policies and procedures quarterly
- Work with HMIS staff to ensure CE data quality is implemented into BBCoC Data Quality Plan
- Maintain the Coordinated Entry By-Name List and provide updates to partners including external partners

Knowledge, Skills, and Abilities:

- Strong knowledge of CES operations, including Coordinated Entry System (CES) policies, homelessness prevention strategies, and housing system management.
- Proficient in Homeless Management Information Systems (HMIS), with expertise in data entry standards, reporting capabilities, and integration techniques. Familiarity with local, state, and federal community resources.
- Analytical skills to assess program performance metrics, interpret data trends, and develop data-driven solutions.
- Skilled in training and development, capable of creating and delivering comprehensive training programs for staff and partner agencies.
- Adaptability to adjust strategies based on changing regulations, community dynamics, and organizational priorities.
- Proficient in Microsoft Office Suite and HMIS platforms.
- Excellent interpersonal, communication, and relationship-building skills.