



NC COALITION ^{to} end HOMELESSNESS

The North Carolina Coalition to End Homelessness is seeking four full-time Project Specialists for three distinct workplans. NCCEH is looking for candidates that can excel at common responsibilities and skills contained in the position job description. NCCEH hires for positions that have work plans that may change over time based on funding, agency priorities, and staff strengths. This setting allows staff to gain flexible skills while becoming experts in identified work areas.

About NCCEH

The mission of the North Carolina Coalition to End Homelessness is to end homelessness by creating alliances, encouraging public dialogue, securing resources, and advocating for systemic change. NCCEH works with communities to address root causes of homelessness by developing and implementing data-driven strategies that are focused on permanent housing and appropriate services.

NCCEH staff work as a trust-based, collaborative team to create a dynamic, creative workplace that focuses on questioning the status quo in order to bring about systems change. The Project Specialist will increase our team's ability to improve program and system performance.

How to Apply

Upload application at www.ncceh.org/joinourteam

Required application documents:

- **Cover Letter**
- **Resumé**
- **Reference List**

Include 3 professional references and describe how you know the individual and how long you have known the individual.

- **Writing Sample**

Include a writing sample (one or more pieces) that will provide an example of your professional writing.

You may also submit other documents in addition to the writing sample to provide additional insight.

Applications accepted until positions are filled. Applications received by July 31, 2019 are guaranteed review.

Phone

919.755.4393

Web

info@ncceh.org
www.ncceh.org

Address

P.O. Box 27692
Raleigh, NC 27611

Project Specialist Job Description

Full-time, regular, exempt | Raleigh, NC

The ideal candidate will be committed to getting results in a fast-paced environment, able to handle a heavy workload, and keep track of detailed information. This position is an opportunity to collaborate with a team that is engaging with policy makers, state and local leaders, and housing and service providers to build capacity, develop the workforce, strengthen partnerships, and create innovative programs to alleviate homelessness.

Primary Responsibilities

The Project Specialist reports to a Project Director and is responsible for the following:

- Accomplish goals outlined in individual work plan
- Design trainings, develop training modules, and support the delivery of remote and on-site training
- Provide technical assistance on service delivery, program oversight, and system evaluation to a wide variety of stakeholders
- Collect and evaluate information and data about best practices, evidence-based interventions, and project and system performance
- Create and disseminate educational materials in various formats, print, video, and podcast
- Assist in the cultivation of relationships and coalition building with NCCEH partners

Essential Skills

- Commitment to social, racial, and economic justice and NCCEH's mission
- Commitment to high professional ethical standards
- Excel in relationship building, be results-oriented, and have strong project management skills
- Track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Drive to meet high expectations and a history of getting things done despite obstacles
- Demonstrated leadership and vision-setting skills in managing major projects or initiatives
- Strong communication skills including speaking, writing, editing, and layout
- Excellent listening, assessment, and problem-solving skills and a collaborative nature
- Ability to challenge and debate issues of importance to the organization and our mission
- Strong organizational skills with demonstrated critical, analytical, and lateral thinking
- Ability to produce key deliverables within tight timeframes and simultaneously manage several projects

Essential Knowledge

- Knowledge and practical understanding of the homelessness field including funding streams, population-specific needs, planning efforts, continuum of care practice, housing and service models
- Experience working in or with a direct service organization or local government agency responsible for administering a social service program
- Demonstrated facilitation skills to create consensus with an orientation towards action
- Demonstrated knowledge of Microsoft Windows and Office, Google Suite, and Project Management software

Workplan: Coordinated Entry in Durham, NC

- Assist the community in developing clarity on how the homeless service system is currently operating and developing a shared vision of how the system will operate for all populations under coordinated entry.
- Coordinate the planning and development of Continuum of Care (CoC) Coordinated Entry Policies and Procedures.
- Educate providers participating in Coordinated Entry in the Durham CoC on Coordinated Entry Written Standards and associated policies and procedures to ensure compliance.
- Design and implement a communication strategy to educate the Durham public and people experiencing housing crises about the Coordinated Entry system and accessing services
- Serve as the Coordinated Entry Administrator, responsible for monitoring compliance with CoC Written Standards and Coordinated Entry Policies and Procedures.
- Provide technical assistance as needed to support providers in successfully implementing coordinated entry and, when necessary, recommend agency action plans to address identified issues with coordinated entry implementation.
- Develop and implement a plan for routine evaluation of coordinated entry implementation and to conduct and report on an annual evaluation of gaps, improvement needs, and recommended policy changes for coordinated entry in Durham.

Workplan: SSI/SSDI Outreach Access and Recovery (SOAR) + Workforce Development

- Assist local communities and state agencies to develop and implement strategies for funding SOAR caseworkers and implementing the SOAR technology.
- Collect and monitor outcome data from SOAR caseworkers. Use data to drive improvement.
- Improve collaborative relationships with Disability Determination Services and Social Security Administration at state and local level. Activities to include training of SSA Claims Representatives and DDS Examiners or coordination of those trainings.
- Provide technical assistance through regular follow-up phone calls, conference calls, and face-to-face meetings with SOAR-trained caseworkers.
- Organize and lead SOAR caseworker trainings and SOAR Dialogue Group.
- Update and revise all SOAR training curriculum to reflect changes in Social Security Administration policy that impact SOAR applications.
- Assist with workforce development for provider agencies through training and additional projects.

Workplan: North Carolina Balance of State Continuum of Care (NC BoS CoC)

NCCEH serves as the Collaborative Applicant for the NC Balance of State Continuum of Care (NC BoS CoC), a collaboration of seventy-nine counties.

- Facilitate and support CoC Coordination through staffing the NC BoS CoC Steering Committee and its subcommittees and workgroups.
- Support the CoC's thirteen regional committees through stakeholder engagement, group facilitation, and leadership coaching.

- Facilitate for improvements and innovations in delivery of services and housing including agency-to-agency collaborations.
- Plan and facilitate continuing education and training opportunities for service providers and case managers.
- Assist with the development and use of performance management reports and create Performance Improvement Plans for grantees.
- Assist with the annual HUD CoC Program and NC Emergency Solutions Grant Program (NC ESG) grant application processes.
- Assist in developing a high performing system to ensure that homelessness is rare, brief, and non-recurring.