



**Position:** OneHome Coordinator

**Status:** Exempt/Fulltime

**Supervisor:** OneHome Program Manager

**Organization Overview:**

**Join the work to end homelessness in Metro Denver! The Metro Denver Homeless Initiative (MDHI) is a non-profit organization with over 20 years of leadership in addressing homelessness in the seven-county region. We're seeking the right person who will help us expand our current coordinated entry efforts. Coordinated entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.**

**MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. As an employer we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI's goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.**

**Areas of Responsibility:**

Support local coordinated entry efforts (40%)

- Work closely with MDHI network partners in Jefferson County, and work in partnership with the Jefferson County Regional Homeless Coordinator and Housing Navigators to implement effective coordinated entry.
- Work with network partners to identify strengths and needs to coordinate strategic efforts for local homeless service system in conjunction with goals related to OneHome
- Provide training and assistance in support of Coordinated Entry to network partners
- Provide regular updates to network partners using HMIS and other data
- Develop and manage an active By-Name-List of all persons experiencing homelessness in Jefferson County using the Homeless Management Information System (HMIS)
- Develop, implement, and lead regular case conferencing meetings to facilitate equitable, expedient, and stable housing placement for all persons on the Jefferson County By-Name-List
- Develop and implement Rapid Resolution (Diversion & Rapid Exit) strategies

- Collaborate with the VA and regional veteran providers to increase outreach, engagement, and access to housing resources for veterans experiencing homelessness

#### Build Continuum of Care partnerships (30%)

- Educate new partners about the role and importance of coordinated entry using regional and local data
- Expand the Metro Denver CoC housing inventory through landlord recruitment, housing authority partnerships, and other community relationship building.
- Encourage and support community partners in incorporating HMIS and coordinated entry processes into their workflows

#### Support regional prioritization and referral efforts (30%)

- Inform coordinated entry system implementation, including policies and procedures
- Partner with MDHI coordinated entry team to facilitate case conferencing
- Facilitate communication among partners throughout the housing process
- Troubleshoot and address issues that providers and clients encounter
- Assist with day to day operations of coordinated entry (e.g. perform client matching)
- Utilize HMIS and data to inform regional activities
- Serve as a liaison and point of contact for Jefferson County partners

#### **Qualifications and Skills:**

##### Required

- Understanding of systemic causes of homelessness through a JEDI (Justice, Equity, Diversity and Inclusion) lens
- Quick learner, self-motivated, with excellent time management skills
- Strong interpersonal and presentation/facilitation skills
- Bachelor's in social work, human services, or related field
- Knowledge and understanding of Coordinated Entry Systems
- Minimum of 2 years working in homeless services or programs
- Familiarity with permanent housing and services models for vulnerable populations such as: chronically homeless persons, youth, Veterans, re-entry populations, families, high-need behavioral health, survivors of domestic violence
- Familiarity with high fidelity Housing First and Harm Reduction models
- Excellent computer skills including extensive knowledge of Microsoft Office
- Knowledge and/or experiencing using HMIS platform
- Proven ability to build collaborative relationships with internal and external audiences and partners in the areas of systems change, housing development/operations, and delivery of supportive services

##### Preferred

- Lived experience of homelessness
- Familiarity with HUD's expectations of CES as well as other relevant federal policies
- Extensive knowledge and skills in data analysis and management

## Benefits

MDHI offers an excellent benefit package, including:

- A competitive salary
- Employer paid health medical, dental, and vision insurance at 100%
- Generous paid time off
- Life insurance
- 403(b) retirement plan
- A flexible work environment

***Interested candidates should submit a cover letter and resume to: [careers@mdhi.org](mailto:careers@mdhi.org).***

*The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum-of-Care for over 150 local agencies, faith-based organizations, and government programs in the seven-county metropolitan Denver community, and is committed to leading and advancing collaboration to end homelessness in the region. MDHI and its Board of Directors are committed to building and maintaining a diverse membership and leadership to better represent the communities we serve.*

