



For a Brighter Future.

**Position: Coordinated Entry Coordinator**

**Location: 227 E. Washington Boulevard, Fort Wayne**

**Hours: Monday through Thursday, 7:30 a.m.-5:30 p.m., Friday 7:30 a.m.-11:30 a.m.**

**Starting Salary Range: \$17.50-\$18.50 per hour**

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**JOB SUMMARY**

The Coordinated Entry (CE) Coordinator position will coordinate all CE activities for Region 3 including managing the Access Sites(s), managing the Prioritization List, entering assessment packet data, managing HMIS data entry, dispersing referrals, staffing case conferences, and providing light case management services to households awaiting referral.

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**JOB DUTIES**

1. Ensure adequate staffing and supplies at CE Access Site (s).
2. Coordinate CE Access Site schedule with host organization as necessary.
3. Manage the Prioritization List tracking VI-SPDAT scores, monitoring assessment dates, entering and deleting clients as necessary.
4. Manage the Assessment Storing systems by scanning, entering, and sorting all VI-SPDAT assessments.
5. Manage HMIS data including entering and updating of all client information.
6. Disperse referrals to Emergency Solutions Grant (ESG) and Continuum of Care (CoC)-funded agencies based on types of assistance sought, available openings, and program appropriateness.
7. Staff case conferencing by discussing each new Assessment, taking notes, providing follow-up as needed, leading discussion, etc.
8. Provide light case management services to individuals and families needing resources, new assessments, and follow up at the behest of service providers.
9. Conduct a bi-annual survey of ESG and CoC-funded organizations and homeless families about the performance of CE. Create and submit an annual Performance Report.
10. Implement Brightpoint values at all times.

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**SKILLS AND QUALIFICATIONS**

1. Bachelor degree in Social Work, Psychology, Communication, Public Affairs, or related field.
2. Strong oral and written communication skills, with strong mathematical aptitude.
3. Ability to quickly develop a thorough understanding of basic community action concepts, and the number regulations governing Coordinated Entry.
4. Ability to relate well to diverse personalities from a variety of socio-economic backgrounds.
5. Ability to work several project or issues simultaneously.
6. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, tenacious, productive, dependable, flexible, and cooperative.
7. Proficient with Microsoft Office Suite.
8. Valid Indiana driver's license with minimum auto insurance liability limits of \$100,000/\$300,000.
9. Manual dexterity and visual skills required.
10. Auditory and verbal skills required for communication with clients, staff, partners, and the public.
11. Work involving standing, sitting, and bending.
12. Must be able to stand and sit for 45-minute intervals.
13. Must be able to move 40 pounds in all directions.

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\*Brightpoint offers competitive benefits

\*Medical, Dental, Vision and Health Savings Account (HSA)

\*Life Insurance and Voluntary Life Insurance options

\*Generous Paid Time Off (PTO) Accrual

\*403B with an employer match

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**DATES FOR INTERNAL POSTING: FROM July 20, 2020 TO July 31, 2020**

**TENTATIVE DATES FOR EXTERNAL POSTING: July 20, 2020 to July 31, 2020**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law