

## JOB VACANCY

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: \$23.08-\$24.04 per hour

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### JOB SUMMARY

The Coordinated Entry (CE) Coordinator position will coordinate all CE activities for Region 3 including coordinating and training Assessment partners, 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. Also, manage the current housing and homeless messaging system.

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### JOB DUTIES

1. Manage the Prioritization List tracking VI-SPDAT scores, monitoring assessment dates, entering and deleting clients as necessary.
  2. Manage the Assessment Storing systems by scanning, entering, and sorting all VI-SPDAT Assessments.
  3. Manage HMIS data including entering and updating of all client information.
  4. 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.
  5. Recruit and train additional Assessment partners throughout Region 3.
  6. Manage the housing homeless voice mail.
  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. Create and submit an Annual Performance Report. Create and submit quarterly CDBG reports. ■ 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. ■ Ability to work several project or issues simultaneously.
  5. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, tenacious, productive, dependable, flexible, and cooperative.
  6. Proficient with Microsoft Office Suite.
  7. Valid Indiana driver's license with minimum auto insurance liability limits of \$100,000/\$300,000. ■ Manual dexterity and visual skills required.
  8. Auditory and verbal skills required for communication with clients, staff, partners, and the public.
  9. Work involving standing, sitting, and bending.
  10. Must be able to stand and sit for 45-minute intervals.
  11. Must be able to move 40 pounds in all directions.
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DATES FOR INTERNAL POSTING: FROM September 28, 2022-October 10, 2022

TENTATIVE DATES FOR EXTERNAL POSTING: September 28, 2022-October 10, 2022 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., FT WAYNE, IN

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

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