JOB VACANCY

Position: Coordinate Entry Coordinator
Location: Main Office
Hours: 7:30am to 5:30pm Friday 7:30am to 11:30am
Starting Salary Range: $24.37 to $25.39

JOB SUMMARY
The Coordinated Entry (CE) Coordinator core responsibility is to 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 homeless messaging system.

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 system 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 and 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.
10. Attend quarterly Region 3 Planning Council meetings. Attend BOS CE Committee meetings.
11. Implement Brightpoint Values at all times.

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 mathematics aptitude.
3. Ability to quickly develop a thorough understanding of basic community action concepts, and the numerous regulations governing Coordinated Entry.
4. Ability to relate well to diverse personalities from a variety of socio-economic backgrounds.
5. Ability to work several projects 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. When driving for Brightpoint, the employee must have a valid Indiana driver’s license and must maintain minimum liability limits of $100,000/$300,000 on auto insurance.
9. Auditory and verbal skills required for communication with clients, staff, partners, and the public.
10. Work involving standing, sitting, and bending.
11. Must be able to stand and sit for 45-minute intervals.
12. Must be able to move 40 pounds in all directions.

DATES FOR INTERNAL POSTING: 9/25/23 to 10/8/23
TENTATIVE DATES FOR EXTERNAL POSTING: 9/25/23 to 10/8/23
APPROXIMATE DATE FOR POSITION TO BEGIN: October 30, 2023

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