

JOB VACANCY

Position: Coordinated Entry Coordinator
Location: Brightpoint Service Area
Hours: 7:30 a.m. - 5:30 p.m. Monday – Thursday & 7:30 a.m. - 11:30 a.m. Friday

Starting Salary: \$25.00- \$26.50

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.

ESSENTIAL FUNCTIONS

- Manage the Prioritization List tracking VI-SPDAT scores, monitoring assessment dates, entering and deleting clients as necessary.
- Manage the Assessment Storing system by scanning, entering, and sorting all VI-SPDAT assessments.
- Manage HMIS data including entering and updating of all client information.
- 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.
- Recruit and train additional assessment partners throughout Region 3.
- Manage the housing and homeless voice mail.
- Staff case conferencing by discussing each new Assessment, taking notes, providing follow-up as needed, leading discussion, etc.
- Provide light case management services to individuals and families needing resources, new assessments, and follow up at the behest of service providers.
- Create and submit an Annual Performance Report. Create and submit quarterly CDBG reports.
- Attend quarterly Region 3 Planning Council meetings. Attend BOS CE Committee meetings.
- Implement Brightpoint Values at all times.

MANAGEMENT ROLE

- Assist the Vice President of Community Services with the day-to-day management of Coordinate Entry Lead Agency duties.
- Meet the requirements of being a Coordinated Entry Lead Agency, including all statutory, regulatory, and contractual requirements.
- Participate fully in the Brightpoint planning process, as role dictates.

ADDITIONAL RESPONSIBILITIES

- Maintain a thorough working knowledge of all statutory, regulatory, and other requirements affecting Coordinated Entry.
- Cooperate and collaborate with other Brightpoint departments, programs, and services to ensure maximum benefit to families and individuals.
- Attend and positively participate at all staff meetings, in Brightpoint improvement processes, and professional development trainings.
- Adhere to Brightpoint personnel policies, EEO/AA requirements, fiscal procedures and all other workplace rules.
- Perform other duties as assigned by the V.P. of Community Services.

ACCOUNTABILITIES

- Maintain compliance and accountability requirements for Coordinated Entry.
- Maintain service level requirements for Coordinated Entry.
- Ensure accurate data entry and a structured referral process.

PHYSICAL REQUIREMENTS

- Manual dexterity and visual skills required.
- Auditory and verbal skills required for communication with clients, staff, partners, and the public.
- Work involving standing, sitting, and bending.
- Must be able to stand and sit for 45-minute intervals.
- Must be able to move 40 pounds in all directions.

ELIGIBILITY REQUIREMENTS

- Bachelor Degree in Social Work, Psychology, Communication, Public Affairs, or related field.
- Strong oral and written communication skills, with strong mathematics aptitude.

- Ability to quickly develop a thorough understanding of basic community action concepts, and the numerous regulations governing Coordinated Entry.
 - Ability to relate well to diverse personalities from a variety of socio-economic backgrounds.
 - Ability to work several projects or issues simultaneously.
 - Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, tenacious, productive, dependable, flexible, and cooperative.
 - Proficient with Microsoft Office Suite
 - 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.
-

DATES FOR INTERNAL POSTING: FROM 9/30/24 until filled
ESTIMATED DATES FOR EXTERNAL POSTING: SAME
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, H R Dept. at 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. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org