Job Description for Position as PROCESS SUPPORT MANAGER, Brevard Homeless Coalition (BHC)

Position Summary: The Brevard Homeless Coalition (BHC) is responsible for ensuring that the Coordinated Assessment (CA) process is managed in accordance with Federal and State rules and guidelines, and that it is optimized to support the Strategic Plan. The Process Support Manager is responsible for ensuring that the BHC CA process is carried out in the most ideal and efficient manner.

Responsibilities:

- Lead Coordinated Housing Assessment Team (CHAT) sessions where assignments for assessments and housing interventions are managed
- Support Homeless Outreach Team (HOT) and Diversion coordination efforts
- Ensure that all client information is managed in a secure manner
- Support Grant writing and applications
- Ensure that Grant reporting and reimbursements are managed in compliance with contracts
- Perform provider agency monitoring as required by grants and contracts
- Manage Coalition communication including newsletters, Web site, social media, etc.
- Ensure that performance indicators are maintained in all relevant areas, and that corrective actions are initiated, as needed
- Interface with Social Service Agencies, Housing Authorities, Brevard School District, County Department of Housing and Human Services, VA, and other community resources, as required
- Ensure that all relevant information is current and maintained in the Homeless Management Information System (HMIS)
- Participate in the Coordinated Assessment Committee

Qualifications/Experience:

- Bachelor's degree in social work or related field
- Several years' professional experience working with non-profit social service organizations, including working with the prevention and elimination of homelessness
- Experience with Federal (HUD/SAMSHA) and State (TANF, ESG, Challenge) Grants is a plus
- Demonstrated oral and written communication skills
- Proficiency in Microsoft Office, HMIS, and Wordpress
- Highly detail-oriented with strong organizational and time management skills
- Demonstrated ability to work collaboratively, independently, and as part of a team
- Strong commitment to share the values and represent the interests of the Coalition

Mandatory Requirements

- Valid driver's license, auto insurance, and reliable transportation
- Successful completion of background screening

Salary and benefits will be commensurate with experience and qualifications, as well as the norm in Brevard County, Florida. Applications must be submitted by May 6th. Please submit a current résumé with a cover letter to Mark Broms @ mbromsg@gmail.com.