



## **Job Description**

**Position:** Project Manager, Coordinated Entry

**Reports to:** Chief Executive Officer

### **Mission and Statement of Cooperation:**

The mission of the Suncoast Partnership to End Homelessness (SPEH) is to prevent and end homelessness by uniting the communities of Manatee and Sarasota Counties through engagement and collaboration with business and civic leaders, service providers, faith-based organizations, advocates, concerned citizens, and people who are homeless or at risk of homelessness. SPEH encourages and expects a high degree of cooperation and collaboration among its staff and stakeholders. The specific duties of each position require flexibility and cooperation to achieve organizational goals and objectives.

### **Summary:**

The person in this position will be responsible for overall project management of the Oneby1 coordinated entry system for Sarasota and Manatee Continuum of Care.

### **Essential Job Functions:**

- Work closely with the Chief Executive Officer, Chief Administrative Officer, and other Suncoast Staff, as well as the community, in the overall implementation, monitoring, and evaluation of the Oneby1 Coordinated Entry System.
- Provide daily oversight to the Oneby1 Coordinated Entry System including monitoring new intakes, reviewing prioritization and by-name lists, and working with service providers.
- Ensure the Oneby1 policies and procedures are being carried out by all participating service providers.
- Facilitate weekly case conferencing.
- Work closely with the service providers within the Continuum of Care to provide system support as needed.
- Serve as an advocate for all participants in the Oneby1 system by making appropriate housing referrals in CSIS (Community Services and Information System) and monitoring client progress.
- Supervision of staff.
- Attend scheduled meetings and events within the community.
- Provide community education and outreach regarding the Oneby1 system throughout the CoC.
- Attend work-related conferences and seminars on behalf of Suncoast Partnership (may include regional and out of state overnight travel).
- Collaborate effectively with community resources and partners.
- Uphold the values and advocate for the mission of the Suncoast Partnership.
- Participate in all required trainings.
- Follow all policies and procedures of the Suncoast Partnership.
- Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- A minimum of 4-year degree and/or equivalent relevant work experience.
- Past experience may be considered in lieu of a degree.



- Ability to work in a fast-paced environment
- Must work well under pressure.
- Must be flexible and able to multi-task.
- Must be able to work effectively with populations that have experienced vulnerability, trauma, economic poverty, incarceration, substance use, developmental delays, compromised mental wellness, brain injuries, literacy and numeracy issues, and/or, other conditions or situations that have impacted housing stability.
- Must be solution-focused and organized in achieving objectives with all service users.
- Must be able to motivate and organize self to complete tasks with service users, often in unstructured and non-therapeutic environments.
- Ability to establish and maintain relationships with collaborative partners in a professional manner
- Good documentation skills
- Comfort with technology and operating computer-based programs
- Knowledge of the resources available in the community
- Ability to work independently and to take direction
- Sensitivity to service populations and socio-economic issues; ability to recognize, understand, and control one's biases
- Strong project management and/or coordination skills
- Must be able to meet people where they are.
- Ability to establish and maintain relationships with collaborative partners in a professional manner.
- Ability to maintain confidentiality in all aspects of the work environment.
- Excellent oral and written communication skills.
- Ability to ensure accuracy of data management and reporting.
- Ability to make sound decisions within area of responsibility.
- Ability to foster a productive team working environment.
- Computer skills and data entry required.
- Must have reliable transportation, a valid driver's license, and appropriate vehicle insurance.

#### **Working Conditions:**

- Work is performed in an office and within the community with clients and providers.
- Street outreach may be necessary and could include in the woods, under bridges, etc.
- Travel throughout the Continuum of Care is required.
- Some outdoor activities may be required.

#### **Physical Requirements:**

- Ability to hear well enough to communicate with colleagues and stakeholders.
- Must be able to read, write, speak, and comprehend English.
- Regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone.
- Light to moderate lifting is required
- Ability to read computer screens and printed documents.
- Ability to hear well enough to communicate with colleagues and stakeholders.

*NOTE: This job description is intended to describe the general nature and level of work to be performed. It is not intended to be a complete list of all responsibilities, duties, and skills required of the employee performing this job.*



*Furthermore, this job description does not establish a contract of employment. SPEH may change job descriptions at any time, with or without notice as needs require.*