



Job Board Posting

Job Title	Continuum of Care Program Coordinator		# of Openings	1
Company Name	Kane County Office of Community Reinvestment	Industry/Nature of Business	Government	
Worksite Address	719 S. Batavia Avenue / Geneva, IL 60134	County	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb	
Job Type	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>	# of Hours Per Week	35	
Required Schedule/ Shift	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Day/1 st Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 nd Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 rd Shift		
Benefits	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> 401K <input checked="" type="checkbox"/> Dental <input type="checkbox"/> Profit Sharing <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Pension	<input checked="" type="checkbox"/> Vacation <input type="checkbox"/> Other: <input checked="" type="checkbox"/> Holiday Pay <input type="checkbox"/> No Benefits		
Job Description/ Duties and Responsibilities	<p>The Continuum of Care Program Coordinator is responsible for the development and implementation of Continuum of Care (CoC) initiatives funded primarily by the U.S. Department of Housing and Urban Development. Reporting to the Assistant Director of the Office’s Community Development Division, the coordinator also assists in the development of plans, policies, and reports associated with these programs.</p> <p>The position is responsible for providing guidance and direct support to the Continuum of Care for Kane County. This includes working with local human service providers as well as federal and state partners working toward the development of strategies for addressing housing/homeless issues. The coordinator organizes and provides staff support for all meetings of the CoC and its committees, and participates in the development of State and Federal grant applications to secure funding to address homelessness. Other key duties include monitoring the performance and effectiveness of agencies funded by the CoC, participating in the review and evaluation of project proposals, and assisting with the development and presentation of funding recommendations to various committees.</p> <p>The Coordinator will work in partnership with Pathways Community Network Institute to facilitate the implementation of the Homeless Management Information System (HMIS) and will work with user agencies to ensure compliance with HUD’s data and technical standards. This area of responsibility includes preparation of the HMIS annual performance report, annual housing assessment report (AHAR), and coordination of the Housing Inventory and Point-in-Time counts.</p> <p>The position serves as a liaison between the Office of Community Reinvestment and other county divisions, departments, and outside agencies and provides information regarding county programs to groups and stakeholders. Attends and participates in professional group meetings and stays abreast of changes and updates to regulations and laws as well as new trends and innovations in the affordable housing and community development fields.</p>			

Required Education Level	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input type="checkbox"/> High School Diploma or GED <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License <input type="checkbox"/> Some College <input checked="" type="checkbox"/> Master's Degree Requirement(s) <i>(please explain)</i> :
Other Job Requirements/Qualifications	<p>Qualified applicants will have a bachelor's degree in planning, business/public administration, social work, public health, or a related field, and at least four years of increasingly responsible experience related to issues surrounding homelessness. A master's degree, in one of the aforementioned fields, and experience managing federally funded programs are also desirable. Applicants should possess exceptional organizational skills and have strong written and oral communication skills. Attention to detail and the ability to work proactively (both independently and in a busy team environment) are essential. Benefits include health insurance, pension, vacation and holidays. Application review is expected to begin 06-18-2018.</p>
Pre-Employment Requirements	<input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify</i> : <input type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms
How to Apply	<p>Kane County Employment application, cover letter and resumes accepted by: Kane County Department of Human Resource Management 719 S. Batavia Ave. / Geneva, IL 60134 or Email: hrmcorrespondence@co.kane.il.us Download employment application at: www.countyofkane.org Applicants must pass criminal background check. EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.</p>