Continuum of Care Performance Management Lead
Job Description

The position serves as the Heading Home Ramsey (HHR) Continuum of Care (CoC) Performance Management Lead with a goal of making homelessness rare, brief, and non-recurring. The position leads systems' level performance outcomes and provides direct support for CoC funded housing and homeless service providers and other community partners. This position includes daily activities of community coordination, data analysis and performance management including core Housing and Urban Development (HUD) CoC functions of Homeless Management Information System (HMIS) participation; coordination of the annual funding application; management of the Point in Time Count; and facilitation community needs assessments.

SUMMARY: Under the lead agency, Ramsey County Housing Stability Department and the HHR governance, the CoC Performance Management Lead is responsible for collaborating and coordinating HUD and other financial resources; compiles and analyzes performance measures, management and special research studies and data; oversees data collection and analysis efforts and makes recommendations involving strategic planning, advises and assists internal and external housing and planning staff in the development of their programs; works with HSD planning team, including Coordinated Entry leads and the Institute for Community Alliances (ICA) to compile and prepare reports; assists in developing contract specifications and administrative procedures; reports and responses to monitoring documents; attends meetings on behalf of Ramsey County; assists in maintaining relationships with city, state and federal funding agencies, including HUD, and local community based and non-profit organizations; and performs related duties as required.

DUTIES AND RESPONSIBILITIES:

1. Promote a diverse, culturally competent, and respectful workplace and CoC.

2. Provide technical assistance for the CoC funded housing and homeless services providers-guiding them on HMIS data entries, PIT and HIC and performance outcomes processes.

3. Lead the CoC Performance and Ranking committee and the annual Notice of Funding Opportunity (NOFO) scoring and ranking process.

4. Provide training and technical assistance to persons/agencies in the Ramsey County CoC regarding all aspects of the HUD grant process.

5. Notify Heading Home Ramsey CoC partners about mandatory dates for data collection as specified in CoC grant, as well as state/federal requirements as applicable.

6. Consult with CoC funded providers to and consistently follow written standards for participation in Coordinated Entry and providing Continuum of Care services

7. Manage HUD required processes including, but not limited to: NOFO, Longitudinal Systems Analysis (LSA), Point in Time (PIT) Count, and the Housing Inventory Count (HIC).

8. Oversee daily data management activities to ensure providers are supported with Homeless Management Information System (HMIS) and Coordinated Entry System (CES) requirements.

9. Participate in coordinating the development of short- and long-range plans with staff and/or the CoC and ensure that the team's assessment of budgetary and staffing needs reflect these plans.

10. Present recommendations on program design to the management team and/or the Heading Home Ramsey Continuum of Care (CoC) and coordinate decision-making processes.

11. Prepare reports for presentation to the Board of Commissioners and/or CoC Governing Board.

12. Prepare evaluation data on services provided or purchased by the department and monitor progress toward program goals, by performing on-site monitoring of contracted programs, and by preparing performance reports on both contracted and department programs for use by the management team, government monitoring agencies, and funding sources.

13. Direct the management of information for an assigned area, which includes but is not limited to the compilation and maintenance of program performance records and the submission of required reports to regulatory agencies; develop recommendations for system changes to respond to new external and internal reporting requirements, advances in technology, and changes in rules, regulations, and statutes.

14. Develop policies and procedures regarding program evaluation, reporting, and regulatory requirements; inform department staff and contract staff of finalized policies and follow up to ensure compliance.

15. Provide administrative support by researching and preparing information for committee meetings, distributing meeting minutes and other committee communications, explaining state and federal guidelines, and conducting special projects or generating reports upon request.

16. Represent the County and CoC at local, state, and federal meetings.

17. Collaborate with state and CoC coordinators and other agencies/individuals toward the goals of ending homelessness in Minnesota

18. Collaborate with the Institute for Community Alliance to support/facilitate the Homeless Management Information System (HMIS) in the Ramsey County CoC.