

# UNITED WAY POSITION DESCRIPTION

## Coordinated Assessment Housing Placement System (CAHPS)

### Community Specialist

#### ORGANIZATION OVERVIEW

Through the vision and support of United Way donors and volunteers, together we are building a better Weld County, one where:

- children are reading to learn by the start of fourth grade
- youth are working at good jobs by age 25
- families have stable housing
- older adults are aging well and
- people are connecting to the help they need.

#### OVERVIEW OF RESPONSIBILITIES

The Coordinated Assessment and Housing Placement System (CAHPS) Community Specialist, in partnership, implements and facilitates the coordinated entry process in Weld and Larimer Counties. This process supports a network of community partners who work with people experiencing homelessness in their efforts to become stably housed as quickly as possible. In partnership with others, the CAHPS Community Specialist is responsible for facilitating collaborative community participation in the system, implementing system improvements to better ensure equitable access for the most vulnerable or marginalized households, support trauma-informed and housing first practices within the system, and communicate the CAHPS process to the community and persons experiencing homelessness.

#### KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

##### *Leadership, Facilitation, & Community Organizing*

- Utilize Housing First, culturally competent, and collective impact principles to develop region-wide (Weld & Larimer Counties) homelessness improvement strategies and align partner organizations to support a regional Coordinated Entry system (CAHPS)
- Convene and facilitate a community-wide process to develop and implement the CAHP System in Northern Colorado
- Implement system improvements to increase equity and lower disparity in CAHPS processes and outcomes for the most vulnerable and disproportionately affected populations, including victims of domestic violence, racial/ethnic minorities, youth, and the elderly
- Implement systems to ensure equitable access to available housing resources for victims of domestic violence and other special populations
- In partnership, lead development and implementation of a universal trauma-informed prioritization assessment tool and other processes to accurately reflect a homeless household's risk, need and experience of vulnerability
- Convene and facilitate case conferencing meetings of CAHPS partners to ensure coordinated process of identification, assessment, matching to resources, and navigation to housing for households on the by-name list
- Manage relationships with CAHPS Partner Liaisons through regular communication, training, and feedback.

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- Facilitate committee meetings related to the CAHP System, including but not limited to the CAHPS Steering Committee, Built for Zero and other coordinated entry related meetings
- Facilitate coordination-focused meetings for addressing the needs of special populations, including domestic violence.
- Recruit and onboard new CAHPS partners into the system; monitor engagement and participation of existing members
- Engage CAHPS partners in positive problem-solving using trauma-informed, low barrier and housing first principles
- Develop and implement a CAHPS communication and marketing strategy to community partners and households experiencing housing insecurity. Manage communication and response strategy to partners, stakeholders, and community members.
- Present at community events, meetings, and conferences as necessary.

#### *Capacity, Systems Building & Evaluation*

- Train and provide ongoing guidance to CAHPS partners on policies, procedures, expectations, goals, and values of participating in CAHPS
- In collaboration, improve CAHPS policies and procedures and ensure they are up-to-date and based in best practice
- Monitor and uphold Partner expectations and policies outlined in MOU.
- In partnership with regional victim service providers, provide annual training to partner agencies on best practice for supporting victims of domestic violence experiencing homelessness with coordinated entry
- Monitor the progress of housing referrals made through the CAHP System and support collaborative efforts to remove barriers to housing for households on the by-name list; problem-solve areas for improvement with CAHPS partners in referral process and outcomes
- Implement processes to ensure confidentiality and appropriate release of information during case conferencing, including privacy protections necessary for victims of domestic violence
- Adapt system processes to ensure compliance with Built for Zero standards of quality data and other benchmarks for specific population(s) in the CAHP System
- Participate in and contribute to relevant Continuum of Care meetings
- Contribute to planning, implementation, analysis of the annual CAHPS Evaluation; identify and implement suggested areas for change
- Collaborate with CAHPS Data Systems Specialist and other stakeholders to identify CAHPS improvements and the responsibilities of each team member to implement positive change
- Contribute to the narrative portions of grant applications and reports that support the work of CAHPS

#### *Data Systems*

- Understand and work with the Homeless Management Information System (HMIS)
- Prepare by-name list data, agendas, prioritized lists, and other materials needed for use during weekly case conferencing meetings
- Run and interpret HMIS reports
- Communicate to CAHPS partners process and expectations on using HMIS to maintain CAHPS data
- Ensure CAHPS Program compliance with data privacy and confidentiality standards

### *United Way of Weld County General*

- Support and promote the mission, values, goals and objectives of United Way, including representing United Way in professional organizations and the community (as assigned).
- Support fundraising efforts of United Way and activities that support United Way.
- Support United Way annual events, disaster response, and other activities as assigned.
- Participate in staff meetings and in service opportunities.
- Contribute to organizational promotions including writing promotional copy, proofreading informational and campaign materials, participation in outreach, etc.
- Other duties as assigned.

### **OTHER SKILLS**

- Strong written and verbal communication skills.
- Ability to think, process, and manage process change.
- Computer ability.
- Ability to work independently.
- Ability to manage multiple projects simultaneously.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- 2 years personal or professional experience in organizing, facilitation, system building and/or a Bachelor's degree
  - Applicants of diverse backgrounds and/or lived experience encouraged.
- Experience in HMIS or other similar data systems, data analysis and/or reporting

### **UNITED WAY WORLDWIDE CORE COMPETENCIES FOR ALL STAFF**

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

### **POSITION STATUS**

- Full-time, hourly, non-exempt
- Hybrid, in office in Greeley and remote option available;
- Requires travel between Larimer and Weld counties
- Background check required
- Salary Range (H7): \$22.16 – \$25.97 per hour
  - Plus \$.48 per hour Spanish speaking differential, if applicable

## **BENEFITS**

- Insurance options include voluntary medical, dental, vision, and supplemental insurance, as well as automatic life insurance, and an available FSA plan.
- The leave plan includes vacation, sick, parental leave, short-term disability, and several paid holidays.
- The retirement plan is open to all employees after one year, and the employer contribution is determined by the Board of Directors.

## **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

United Way of Weld County is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or veteran status.

## **APPLICATION INSTRUCTIONS**

Please visit our website at <https://www.unitedway-weld.org/careers> to view the full job description and application instructions.

Must send resume and cover letter directly to Christine Koepnick, Assistant Director of System Improvement, at [ckoepnick@nocococ.org](mailto:ckoepnick@nocococ.org). Review of applications will begin on 9/25/2023 and will continue until position is filled. **Do not apply through job search service.**