

Job Description

Social Services Intake, Data and Report Coordinator

# Overview:

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| **Category** | **Information** |
| Job Title | Intake, Data and Report Coordinator |
| Division | Services & Resources Division |
| Department (if any) | Supportive & Adult Services Department |
| Status | Non-Exempt |
| Hours | Full Time (40 hours) |
| Supervisor/ Reporting | Director for Supportive & Adult Services |
| Supervisorial Responsibilities | Supervise volunteers and interns as needed. |

# Description (brief)

Assist with compliance and reports for all grants that apply to our Permanent Supportive Housing units of Many Mansions. Maintain grant and regulatory compliance by monitoring HMIS data, Life Skills Workshop Packets, and Monthly Reports completed by the Case Managers.

Major duties include following the Intake Procedure (s) to process applicant referrals to determine eligibility and meet HUD’s record keeping requirements to fill vacancies at our Permanent Supportive Housing units. To work closely with Social Workers from our Partner Agencies to follow the Applicant through the Coordinated Entry System process and complete all HMIS Entry Form and enter into the HMIS database.

Excellent problem solving and interpersonal skills are necessary for success in the position. Excellent verbal and written communication skills are essential.

# Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Intake Coordinator include, but are not limited to, the following:

| **No.** | **Essential Duty or Responsibility** |
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| 1 | Answer all inquiries and provide information concerning intake criteria and services offered in our Many Mansions’ Permanent Supportive Housing Programs. Attend weekly Case Conferencing Meetings where our Partner Agencies gather information to make the best applicant referral match for vacancies. |
| 2 | Coordinate and process all applicants for vacancies at Many Mansions’ Supportive Housing. This includes, but is not limited to, following the Intake Procedure for the designated unit. Which involves receiving the completed Intake Forms, screening qualified applicants, collecting required documentation, and working with Community Manager for housing application processing and scheduling of appointment and being present for lease signing. |
| 3 | Establish and maintain collaborative relationships with the Coordinated Entry System Coordinator and Partner Agencies. Arrange meetings and tours with Partner Agencies and ensure that current Many Mansions’ housing criteria and printed materials are provided. |
| 4 | Maintain and coordinate the fulfillment of Permanent Supportive Housing program’s grant requirements and related reports. Maintain all HMIS data entry and data collection requirements for Services grants and grant applications. Complete all data tracking for HUD and other funding sources per the regulations. |
| 5 | Oversee HMIS Report Cards and specialized HMIS reports for data analysis for program evaluation purposes and for compliance with CoC requirements. Complete file review for all sites. |
| 6 | Attend regular case management team meetings and department meetings. To backup the case managers as directed for coverage purposes. |
| 7 | Strong work ethic and being a positive Simi Sites’ team member, which involves assisting the case management team with required workshops, Continental Breakfasts, food assistance funds, transportation assistance funds, Special Events, and providing site support when requested. |
| 8 | Other duties as assigned. |

# Qualifications & Conditions:

| **Category** | **Qualification or Condition** |
| --- | --- |
| Communication | Excellent communications skills, including but not limited to, the ability—   * To speak, write and read English fluently; * To write reports and other correspondence clearly, meaningfully, and persuasively; * To speak, listen, and respond effectively with and among staff, agencies, residents, and others; and * To give presentations and speak effectively before groups and organizations. |
| Computer Skills | Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), social media, data management programs, and the County of Ventura’s HMIS program. Strong preference for knowledge and experience with County of Ventura’s HMIS database |
| Driving | Driving is required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver’s license, and adequate motor vehicle insurance. |
| Education and/or Experience | Substantial education and/or experience in the supportive affordable housing area, behavioral health, intake coordination, social services or data quality and reporting. This includes, but is not limited to a combination of experience such as:   * Bachelor’s degree from a four year college or university in social work, psychology, counseling, or related work; * Demonstrated experience in behavioral health or social services intake coordination, outcome measures, data collection and reporting.   There must be demonstrated knowledge of issues affecting homeless residents with disabilities (mental illness, developmental, etc.)  Strong preference for knowledge and experience with County of Ventura’s HMIS database. |
| Leadership Skills | Strong work ethic with ability to work well with others as team player and provide leadership. |
| Mathematical & Reasoning Skills | Excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions. |
| Physical Demands | While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. |
| Work Environment | **Moderate to high stress work pace**. Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Environment includes working in close proximity to the home of residents who have been homeless and may be accustomed to street culture. May be exposed to profanity or language of a sexual nature and will need to be able to positively redirect residents and to model professional behavior.  Corporate culture is friendly and goal oriented.  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. |
| Other Skills and Abilities: | Ability to work overtime as needed. |

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

**Certifications**

A copy of this Job Description was given to the staff member.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor or Human Resources )

I received a copy of this Job Description.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Staff Member)