



**HOUSING PROGRAM COORDINATOR – HOMELESS PROGRAMS**  
**APPLICATION DEADLINE IS TUESDAY, FEBRUARY 19, 2019 AT 11:59PM**

**Division:** Community Programs  
**Reports to:** Director of Community Programs  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 32  
**Monthly Salary Range Minimum:** \$3,533  
**FLSA Classification:** Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Administers and monitors the Emergency Solutions Grants program and other programs as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Implements, administers, and monitors assigned programs, including program design, application review, funding recommendations, contract issuance, payment review, reporting, and grant closeout.
- Reviews and scores applications, assists in preparation of related contracts and contract attachments, reviews payment requests and reports for compliance, and processes grantee pay requests.
- Assists in policy interpretation and implementation.
- Provides technical assistance to grantees, non-profits, and other interested parties, including customers looking for program assistance.
- Conducts monitoring visits and prepares monitoring reports.
- Assists in the development of program manuals, program descriptions, and policies.
- Analyzes and reviews state statutory and regulatory policies as they relate to assigned programs.
- Prepares required reports for submission to the U.S. Department of Housing and Urban Development (HUD) or other entities as assigned.
- Enters data into and generates reports from federal and state mandated tracking systems.
- Recommends policy clarifications and revisions to Lead Coordinator for Homeless Programs and Director.
- Researches specific policy issues as requested.
- Participates in Division workshops, including making presentations on relevant topic areas.
- Assists in the training of new staff and partner agency personnel.
- Works collaboratively within and across Divisions to support implementation of assigned programs and other Division programs.

**MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required

**Education and Experience:**

- High School diploma or GED required; relevant post-high school certification preferred.
- Bachelor degree preferred.
- One year of experience in housing program delivery, housing policy, and/or grants management.

- Experience working in a federal, state, or local housing or social service program, including grant administration, implementation of activities of a local Continuum of Care or local program serving the homeless, policy development, city and regional planning, or other related housing field.
- Experience in the administration of the Federal Emergency Solutions Grants program or other HUD funding programs for the homeless is preferred.
- Experience with or knowledge of local implementation of a Homeless Management Information System (HMIS) is a plus.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Knowledge of federal or state housing programs.
- Experience with accurate entry of data into the federal Integrated Disbursement and Information System or the ability to learn this process quickly.
- Skills in grant administration or the ability to quickly become proficient in this area.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to build and maintain positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with agency staff and the public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Maintains credibility through sincerity, honesty, and discretion.
- Computer literate: proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**  
**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**  
**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE**  
**APPLICATION INSTRUCTIONS**