



## **Job Announcement**

### **Homeless Alliance of WNY background:**

**The Homeless Alliance is the Continuum of Care agency for five counties in WNY: Erie, Niagara, Genesee, Orleans, and Wyoming counties. Our mission is to coordinate homeless services among providers and to develop systems to better utilize \$15 million in HUD funding per year. Annually, about 30 programs are funded through this funding. We also oversee the Homeless Management Information database (HMIS) that HUD requires for all homeless programs to enter information. About 60 agencies are actively participating and contributing data to this system.**

**TITLE:** Compliance and program improvement specialist

**DEPARTMENT:** Continuum of Care Planning/HMIS

**REPORTS TO:** Director of CoC Programs/HMIS System Admin

**EMPLOYMENT STATUS:** Full-time

**POSITION SUMMARY:** Monitoring homeless providers' program compliance and providing assistance in improving program delivery

### **PRIMARY RESPONSIBILITIES:**

1. Monitor all CoC-funded agencies via site visits to agencies or remote monitoring.
2. Monitor all HMIS participating agencies on HMIS compliance activities via site visits to agencies or remote monitoring.
3. Develop and maintain a full understanding of HUD regulations, especially related to HUD CoC, ESG, and HMIS.
4. Research and promote best practices for operating housing programs for people experiencing homelessness.
5. Create and update monitoring tools based on regulatory requirements and program performance needs.
6. Implement and participate in program monitoring, progress evaluation, survey, and program follow up in order to advise and recommend tools and strategies to increase program performances and results.
7. Schedule and facilitate meetings with programs regularly to document best practices and success from programs as well as follow up on action plans and improvement progress.

8. Evaluate and monitor CoC Planning subrecipient's objectives and program performance gaps and report on corrective actions needed at least annually.
9. Write monitoring reports and correspond with agency staff regarding questions and corrective actions.

#### **QUALIFICATION REQUIREMENTS:**

- Bachelor's degree in Public Administration, Social Work, or other related fields. Master's degree preferred. A combination of education and experience will be considered.
- At least 2 years of experience in grant management/social program management.
- **Work experience in HUD CoC/ESG funded program or quality assurance is a plus.** Work experience in other similar programs will also be considered.
- Must demonstrate a strong capacity for communication both oral and written.
- Must be able to use Microsoft Word and Excel or similar products

#### **ENVIRONMENTAL AND WORKING CONDITIONS:**

- General office environment; no exposures to extreme heat, cold, dust, noise.
- Limited travel is required.

**Compensation:** Commensurate with experience. Excellent benefits include health insurance, generous paid time off, 403b plan, hybrid remote/office schedule, respectful and work-life-balance work environment.

Please submit a cover letter, resume, and **salary requirements** to the Homeless Alliance including contact information for 3 references by email to Jarrett Steffen, Operation Manager at [steffen@wnyhomeless.org](mailto:steffen@wnyhomeless.org). *The Homeless Alliance of Western New York is an Equal Opportunity Employer (EOE).*