



Job Announcement

BACKGROUND:

The Homeless Alliance is the Continuum of Care (HAWNY) has been the leading provider of homelessness services, data collecting, and analysis for more than 17 years. Through our community collaboration, data governance, and research, we help homeless service providers optimize their programs by identifying needs and service gaps within our community.

As the lead agency for both the Continuum of Care (CoC) and the Homeless Management Information System (HMIS) in Erie, Niagara, Genesee, Orleans, and Wyoming Counties, we foster collaboration in the community to implement best-practice models ensuring everyone has a home.

TITLE:	Niagara County CoC Coordinator
DEPARTMENT:	Continuum of Care (CoC)
REPORTS TO:	CoC Program Director
EMPLOYMENT STATUS:	Full Time, Non-Exempt
BENEFITS:	Health insurance, dental insurance, paid time off, 403(b) plan, hybrid remote/office schedule
SALARY:	\$45,000+, final negotiated salary commensurate with experience

POSITION SUMMARY: The Niagara CoC Coordinator will engage with homeless service providers in the community, assist in compliance with HUD regulations, coordinate training, and facilitate discussion among community providers to expand our Continuum of Care in Niagara County.

PRIMARY RESPONSIBILITIES:

- Develop a comprehensive understanding of HUD regulations and System Performance Measurements to provide supportive consulting services to our partner agencies.
- Provide technical assistance to ensure compliance with HUD regulations.
- Build knowledge of resources and develop partnerships with community providers to meet the needs of people experiencing homelessness.
- Engage strategically with community partners to prioritize services focused on ending homelessness.
- Lead and facilitate committee meetings with partners.

- Advocacy on local, state, and federal issues involving homelessness and poverty.
- Offering recommendations to communities and municipalities on how ESG funding is allocated.
- Support CoC and ESG partners in building capacity.
- Represent HAWNY at various system-wide meetings, record minutes, and conduct presentations.
- Act as point of contact for all CoC funded Niagara programs.

PREFERRED EDUCATION / EXPERIENCE:

The ideal candidate will have this education and experience:

- Bachelor's / BSW / Master's / MSW in social sciences or social work (a combination of education and experience / lived experience will be considered).
- Comfortability with virtual platforms such as Zoom, Microsoft Teams, Google Meet, and WebEx.
- Preferred work experience in Human Services.
- Priority is given to individuals with lived experience of homelessness.

ENVIRONMENTAL AND WORKING CONDITIONS:

- General office environment; no exposures to extreme heat, cold, dust, or noise.
- Limited travel is required, mileage reimbursable.
- Please note this is a hybrid position.

PHYSICAL AND MENTAL REQUIREMENTS:

- Primarily a sedentary position with occasional standing, sitting, bending, and reaching required. A high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.

COMPENSATION:

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

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume, contact information for 3 references, and **salary requirements** by email to Jarrett Steffen, Operations Manager, at steffen@wnyhomeless.org.

NOTICES TO APPLICANTS:

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the [Know Your Rights: Workplace Discrimination is Illegal Poster](#).

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the [E-Verify Participation Poster](#) and the [Immigrant and Employee Rights \(IER\) Right to Work](#)

Poster.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.