



JOB OPPORTUNITY

CLACKAMAS COUNTY HOUSING & COMMUNITY DEVELOPMENT DIVISION Continuum of Care & HMIS Coordinator

The Housing and Community Development Division of the Health, Housing and Human Services Department is seeking a dynamic individual to join our team as a Continuum of Care & HMIS Coordinator (Program Planner classification) for the County's Continuum of Care (CoC) and the related Homeless Management Information System (HMIS). The Continuum of Care & HMIS Coordinator will be responsible for coordinating and leading the CoC, which is the primary system for providing homeless services in the county. The Continuum of Care & HMIS Coordinator will possess strong verbal and writing skills that will enable clear and effective communication with CoC members, staff and stakeholders. The Continuum of Care & HMIS Coordinator will have working knowledge of HUD regulations as they pertain to homeless services and programs, and be able to interpret and implement the regulations to ensure ongoing program compliance. The Continuum of Care & HMIS Coordinator will have working knowledge of the HMIS, be able to recognize potential issues and efficiencies, and implement changes and updates to the HMIS as appropriate. Additionally, the Continuum of Care & HMIS Coordinator will be responsible for coordinating the annual CoC funding application process among the various partner agencies, providing technical assistance, and ensuring a complete and timely submission of the CoC application on behalf of the County. The successful candidate will possess strong interpersonal skills to interact in a positive and professional manner, have strong attention to detail, and be a direct and honest communicator.

Incumbent must successfully pass a post-offer, pre-employment drug test and criminal history check, which will include a national fingerprint records check. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

Department/Division:	Housing & Community Development Division
Job ID:	103535
Position Closes:	Tuesday, October 13, 2015
Salary & Benefits:	Hourly: \$25.634310 - \$32.549625 (Plus excellent benefits)

CLACKAMAS COUNTY ACCEPTS ONLINE APPLICATIONS ONLY.

To complete an online application and for more information, please visit <http://www.clackamas.us/> and click on the "Jobs" tab.