

## Position Description (updated 02/05/2018)

### **Title: SC Upstate Director of Strategic Initiatives**

### **Reports to: Chair, CoC Advisory Council/CEO, United Housing Connections**

**Purpose:** The Continuum of Care of the Upstate of South Carolina (CoC) aims to identify the needs of the homeless population across our continuum by capturing information provided by ALL local homeless service providers in order to develop an outreach and engagement plan to align these homeless persons with appropriate services. The CoC seeks to improve information sharing amongst service (homeless and supportive) providers, and evaluate effective performance of our community's homeless system and individual providers/projects.

It is the goal of the CoC to collaborate with other housing and service providers, including Public Housing Authorities (PHAs), healthcare, education, government and other mainstream services, and, more specifically, youth, Veteran, family, Domestic Violence/victim services, LGBTQIA+, support service providers in order to develop an effective and efficient system that addresses housing instability and homelessness, making the occurrence brief and rare.

### **Responsibilities include:**

- Assist the collaborative applicant and CoC providers in their efforts to build an efficient, coordinated response to homelessness and housing instability in the Upstate.
- Connect and build relationships with stakeholders within the region.
- Recruit new members and encourage participation in the CoC.
- Oversee support service information collection and dissemination.
- Facilitate partnerships with service providers, landlords, government and the private sector.
- Coordinate Annual PIT Count for Upstate SC.
- Assist in the development of a strategic plan that outlines more effective and efficient methods of outreach and engagement. This will be done by:
  - a. Coordinating the implementation of a housing and services system within the geographic area that meets the needs of families and individuals experiencing homelessness;
  - b. Utilizing HMIS data to conduct an annual gaps analysis of the needs and services available within the geographic/chapter areas;
  - c. Utilizing HMIS data to evaluate program performance
  - d. Providing information required to complete the Consolidated Plan(s) within the geographic area; and
  - d. Consulting with state and local ESG programs.
- Assists in the development of an outreach and engagement plan specifically for homeless Veterans and Youth.
- Assist in identifying gaps and duplications in services, and making recommendations for improvement where necessary.
- Coordinate training of CoC member organizations on various topics and best practices and how to integrate into their projects.
- Assist the CoC Advisory Council and its various committees through meeting and project coordination, including: monthly and annual meeting preparation, biannual public meetings, annual PIT count (and all related activities), and annual NOFA planning and application process.
- Maintain written standards.
- Other duties as assigned.

### **Qualifications:**

- Minimum of a Bachelor's Degree required, a Master's Degree is preferred.
- Minimum of 5 years of experience in non-profit or government related work, previous housing/homeless experience preferred.
- Strong interpersonal and relationship building skills
- Continuum of Care experience a plus
- Mediware Servicepoint experience a plus
- Send resume and cover letter including salary requirements to [dcilento@uhcsc.org](mailto:dcilento@uhcsc.org)