**The Rural Oregon Continuum of Care (the ROCC)**

**Project Coordinator**

**Job Announcement**

The Rural Oregon Continuum of Care (The ROCC) was organized to provide leadership and HUD CoC funding support to 28 rural Oregon counties.

The ROCC Project Coordinator will be primarily responsible for maintaining communication and collaboration between the counties, including regular board and committee meetings, plus continuum planning, oversight and completion of the ROCC’s response to the annual HUD NOFA. In addition, will provide supervision, oversight and support to the Project Assistant for monitoring, compliance and HMIS coordination and planning. Must be able to travel around the state as needed.

This position will be a CAPO employee. Overall supervision will be provided by the CAPO Executive Director. Supervision and support around specific ROCC activities and priorities will be provided by the ROCC Executive Committee.

Essential Duties and Responsibilities:

1. Operating and Managing the ROCC

* Support recruitment/replacement of ROCC board members
* Reviewing updated information and working with EC to maintain and update governance charters including: MOUs for HMIS, Collaborative Applicant and other vendor contracts.
* Supervise development of annual review of written policies, procedures and standards.
* Supervise development and completion of monitoring and evaluation protocols and processes for both the ROCC and ESG grant.
* Collaborate with partners on development and implementation of coordinated entry process.
* Other duties as assigned

1. CoC competition and other Funding opportunities

* In partnership with the ROCC membership (board, committees, and local communities), develop and follow a collaborative process for the completion of the CoC application in response to the HUD NOFA.
* Establish priorities for funding projects in the CoC’s geographic area.
* Collect and compile the required application information from all projects within the ROCC that have been reviewed and ranked for funding.
* Complete and submit two-part consolidated funding application – narrative and priority listing.
* Research sustainable funding sources beyond HUD and other federal funds.
* Complete relevant funding applications when supported by the CoC.

1. Supervision and support of Continuum Planning

* Work with the ROCC Project Coordinator Assistant on system-wide coordination to ensure that the ROCC’s geography operates equitably and within CoC’s standards.
* Supervise development of the annual Point-in-Time Count for all 28 counties.
* Support strategic planning and systems analyses to ensure the ROCC’s continuous quality improvement.

1. HMIS Coordination and Planning

* Supervise Project Coordinator Assistant:

1. To partner with CAPO’s HMIS staff with appropriate license to ensure that required performance data is collected throughout the ROCC.
2. Collaborate with OHCS (HMIS Lead Agency) re: licenses, training and technical assistance.
3. Ensure that appropriate policies, procedures and compliance systems are in place.
4. Ensure that relevant and important data analyses is completed on a quarterly basis.
5. Establish and enforce program data standards to ensure compliance and accuracy.
6. Monitor and track documentation uploads to support monthly reimbursement invoicing per CAPO Fiscal Policies and procedures.
7. Develop and/or provide relevant group and contractor training and technical assistance.

Key skills and abilities:

* Ability to work with diverse groups of providers and partners;
* Experience supporting the work of a board of directors and/or board committees;
* Experience developing policies and procedures;
* Experience as a supervisor
* Experience working with and enforcing data standards required by funders;
* Grant writing experience;
* Flexibility in dealing with issues that arise on a day to day basis;
* a good sense of humor;
* A commitment to the mission of Community Action;
* Experience working with or for a CoC funding project a plus.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position.  They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Send resume outlining previous experience that translates to the responsibilities in this announcement, along with a cover letter describing how your skills and abilities will benefit the work of the Rural Oregon Continuum of Care to:

Human Resources

Community Action Partnership of Oregon

350 Mission Street, SE., Suite 201

Salem, OR 97302

Or email to: [janet@caporegon.org](mailto:janet@caporegon.org).

Position open until filled. The first set of interviews will be scheduled during the first week in March 2019. No calls or email requests for information please.

Community Action Partnerships of Oregon offers generous benefits including: paid medical and dental coverage for staff and families; 5% contribution to a 401(k) account after one year; paid sick and vacation.

Annual salary is DOE within a range of $65-68k.

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