



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## Homeless Systems Manager

### Purpose of position:

The primary purpose of this position is to advance the community's efforts to address unsheltered homelessness. This position is responsible for collaborating with entities and individuals seeking to address homelessness including public, private, non-profit, philanthropic, and social service agencies; faith based, health care, and veteran's services organizations; law enforcement, jail and criminal support staff; and community volunteers. This position will ensure system alignment with the intention to achieve functional zero homelessness. The work is performed under the direction of the Housing Fund for Linn County and the Homeless Systems Oversight Board.

### Essential Functions:

#### General:

- Serve as resource on research and best practices around homelessness for Linn County.
- Research, analyze, interpret, and prepare studies and reports on a variety of data related to homelessness.
- Monitor the needs of the community and assess whether current programming meets those needs.
- Research and propose new funding strategies, resources, and partners to fill unmet needs and coordinate homelessness solutions.
- Research and prepare grant funding applications and proposals associated with addressing homelessness.
- Implement strategies outlined in the National Alliance to End Homelessness' Within Reach Study, and subsequent homelessness studies, using resources the City and County control and allocate.
- Coordinate an annual work plan that allows for implementing planning recommendations.
- Facilitate discussions with entities and individuals seeking to address homelessness as well as people with lived homelessness experience, advocates, residents, business owners, and homelessness services provider staff when developing community policies and plans and seeking to understand the service system, gaps and opportunities.
- Develop system level and data-driven policies to increase engagement to service utilization.
- Serve as staff liaison to the Balance of State Continuum of Care and coordinate any pass-through funding.
- Monitor performance metrics to align funding sources to meet community needs.
- Attend Continuum of Care, coordinated entry, Alliance for Equitable Housing and other homelessness associated meetings.
- Make presentations to educate community stakeholders, Housing Systems Oversight Board and other organizations.
- Serve as the staff liaison to the Housing Systems Oversight Board and Homeless System Strategy and Support Committee.

**Knowledge, Skills, and Abilities:**

- Knowledge of homelessness specializations.
- Knowledge of the programs and service delivery mechanisms in addressing homelessness.
- Knowledge of the laws, regulations, and policies that govern program area as well as financial streams supporting program(s).
- Knowledge and skill in both project and performance management.
- Ability to establish and maintain effective working relationships with individuals, as well as civic, legal, medical, social, and faith-based organizations.
- Ability to express ideas clearly and concisely and to plan and execute work effectively.
- Ability to effectively use various complex software applications.
- Ability to think analytically, to exercise judgment and discretion in the application and interpretation of policies and procedures.
- Knowledge of governmental dynamics and a range of practice models.
- Knowledge of organizational culture and resources.

**Minimum Education, Training and/or Experience (required at time of hire):**

The Homeless Systems Manager position requires a bachelor's degree in a related field and six years of experience related to the program field; or an equivalent combination of education and experience. Knowledge and experience analyzing data within the Homelessness Management Information System (HMIS) is required. A general understanding of Federal, State, and local housing program funding guidelines and knowledge and/or experience working with the regional Coordinated Entry System is also required. The ability to forge strong working relationships with community partnership agencies to advance system level change is required, and strong presentation skills and ability to provide macro and micro level education sessions across the community is also required.