



## YMCA of Cumberland Job Posting

### **Position Details:**

**Title:** Coordinated Access System Project Lead

**Department:** Community Development

**Reports to:** Manager of Community Development

**Number of positions:** One

**Position type:** Full time (35 hours per week), two-year contract

**Salary:** \$38,220/year

**Languages:** English

**Education and Experience:** Successful completion of a bachelor's degree in leadership/management, business, research, planning, or a social services related program.

Ideally the candidate will have experience in the non-profit social services/community sector, specifically working with homeless and/or at-risk individuals.

Any equivalent combination of education, training and experience which would provide the required knowledge and skills may be considered.

The YMCA of Cumberland is dedicated to the development and implementation of Coordinated Access in Cumberland County: a process through which individuals and families experiencing homelessness or at risk of homelessness, are provided access to housing and support services, based on standardized set of procedures for client intake, assessment of need, and matching and referral to housing and other appropriate resources. The Coordinated Access System Project Lead will join a dedicated and passionate housing support team.

The Coordinated Access System Project Lead will be responsible for building the foundation of data and information that will allow the Housing Support team and other agencies working with individuals and families experiencing or at risk of homelessness to better support that vulnerable population.

### **Roles and Responsibilities**

- Develop an excellent understanding of Coordinated Access, By-Name list, Housing First, and other key concepts related to ending homelessness.
- Support the development and maintenance of a By-Name List that will assist us in determining the numbers and demographics of individuals experiencing or at risk of homelessness.
- Compile an inventory of community assets and resources to support the development of a systems map of the homeless-serving community in our county as well as applicable resources outside of our area.
- Ensure data from the BNL is used to continuously inform the community systems mapping process.
- Use the BNL to identify patterns of homelessness and service need that can inform available resources and services and identify gaps in services.



- Develop an understanding of the factors that contribute to homelessness and use this to inform and help develop strategies to end homelessness in our community.
- Quantify the demand for homeless programs and services and identify systems gaps.
- Develop relationships and work collaboratively with key stakeholders who engage with people experiencing or at risk of homelessness to develop a network with the aim of implementing regular case conference meetings.
- Commit to a solutions-focused, outcomes-based and data-driven approach to ending homelessness.

### **Experience and skills**

- Demonstrated knowledge of, and respect for, the multiple causes of homelessness and barriers to finding and maintaining housing, including for those with the highest challenges.
- A keen ability to identify solutions and problem-solve using innovative thinking, resourcefulness and creativity.
- Excellent organizational and documentation skills.
- Strong written and verbal communication skills including the ability to develop relationships and understand and appreciate the different needs and motivations of participants and stakeholders.
- Excellent time management skills and ability to multi-task and prioritize responsibilities and deadlines.
- Ability to work as part of a team but is also a self-starter who shows drive when working independently.
- Ability to manage data and personal information, including a firm understanding of data privacy and confidentiality.
- Knowledge of and experience in using HIFIS preferred.
- Proficient in MS Office Suite

**Security and Safety:** Bondable, Criminal record check, Child abuse registry check

**Transportation/Travel Information:** Own vehicle, Willing to travel, Valid driver's licence

**Personal Suitability:** Excellent oral communication, Judgement, Excellent written communication, Initiative, Effective interpersonal skills, Team player, Client focus, Flexibility.

### **Benefits & Perks:**

We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do:

- Paid Vacation Entitlements that increase with seniority
- Competitive total compensation packages
- Group health and benefits plans (includes medical, dental, and prescription medication, subject to eligibility)
- Generous pension plans with employer matching
- Free YMCA Health & Fitness Memberships



- Professional development opportunities including paid training and access to YMCA education scholarships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)
- Opportunities for career advancement

To apply, please email your cover letter and resume in PDF format to [alison.lair@cumberland.ymca.ca](mailto:alison.lair@cumberland.ymca.ca)

**Deadline for applications: Monday May 16<sup>th</sup>, 2022 at 5:00pm ADT**

We appreciate all applications, however, only those selected for an interview will be contacted.

*The YMCA of Cumberland is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*