



**New Mexico Coalition to End Homelessness
Coordinated Entry Manager**

The New Mexico Coalition to End Homelessness is hiring an experienced Coordinated Entry Manager. The Coordinated Entry System (CES) is a HUD-required system for programs that receive HUD monies for housing and services. It is used to coordinate and manage part of the homeless emergency response system's resources. CES housing navigators use a standardized assessment to assist in making consistent decisions from available information to effectively connect people to housing. The CES Manager is responsible for supervising the CES housing navigators and reports to the CES Director. The Manager coordinates the orientation of new housing navigators, caseload assignments, and the day-to-day delivery of housing navigation services. The manager maintains oversight of program operations to ensure services adhere to the CoC written standards and HUD regulations and to the New Mexico Coalition to End Homelessness policies and procedures.

Responsibilities:

- Oversee the administrative operations of the housing navigation services;
- Ensure the timely flow of housing referrals to meet program goals and objectives;
- Provide regular supervision to program staff;
- Review staff assessments, progress notes, and housing documentation in Homeless Management Information System (HMIS);
- Lead weekly team meetings;
- Coordinate and develop strategic alliances with community providers;
 - Authorize: timesheets, and vacation requests to maintain the smooth operation of the team;
- Ensure the program achieves expected performance milestones in accordance with contracts and expectations of funding sources;
- Supervise staff and support the alignment of individual staff performance targets towards overall program goals and objectives;
- Any other duties as required by the supervisory and executive staff

Qualifications:

- Supervisory experience required

- At least three years of experience providing services to persons experiencing homelessness
- Knowledge of the Coordinated Entry System and New Mexico housing systems;
- Spanish speaking a plus.

Salary \$55,000 - \$60,000 DOE a year plus health, dental, vision, paid vacation (with salary increase considered after first year depending on performance)

Location: This position will work from the Albuquerque office, however statewide travel will be required

To apply please send cover letter and resume to Alex Paisano at alexandra-p@nmceh.org.

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member of our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. With this in mind, we welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently abled, and LGBTQ people.