



New Mexico Coalition to
End Homelessness

Homeless Service Coordinator

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 connect people to housing effectively. The hotel voucher coordinator will be responsible for completing all paperwork for clients being referred to a hotel voucher by the CES housing navigators and all documentation for the city of Santa Fe early intervention funds.

Responsibilities:

- Oversee, plan, coordinate, and provide program services and activities for clients referred for a hotel voucher through the Coordinated Entry System and those seeking early intervention assistance funds from the City of Santa Fe.
- Coordinate and perform various services supporting the Hotel voucher and early intervention programs; determine program eligibility, conduct reviews, and initiate termination procedures for program violations.
- Complete a variety of eligibility reviews; verify documentation needed to determine continued eligibility for assistance; audit files for data needed; analyze and verify information reported for accuracy.
- Conduct sessions with program applicants and participants to explain program rules, regulations, and obligations.
- Monitor program participants for violations of program rules.
- Enter information into the Homeless Management Information System.
- Conduct site visits for program participants.
- Refer applicants and participants to community agencies as appropriate.
- Respond to inquiries from Community agencies, the general public, landlords, and participants.
- Maintain appropriate records and logs; prepare required monthly reports.
- Perform related duties and responsibilities as required.

Qualifications:

- At least three years of experience providing services to persons experiencing homelessness
- Experience managing grant budget
- Spanish speaking is a plus

***Position is based in Albuquerque but requires regular travel to Santa Fe

Full time:

40 hours per week, Monday through Friday, 8:00 am to 5:00 pm, or as arranged with the supervisor.

Salary \$50,000 a year plus health, dental, vision, paid vacation (with salary increase considered after first year depending on performance)

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 team member 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. We welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently-abled, and LGBTQ+.

To apply, please send a cover letter, resume, and the names, email addresses, and telephone numbers of three professional references to alexandra-p@nmceh.org