

JOB DESCRIPTION					
JOB TITLE	Project Specialist				
JOB LOCATION	Community Health Partnership Main Office				
REPORTS TO: TITLE	Senior Manager of Homeless Initiatives				
SUPERVISOR RESPONSIBILITIES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DATE REVISED	July 25, 2022	
POSITION DETAILS					
<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME		40	HOURS PER WEEK	
<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INTERN		<input type="checkbox"/> EXEMPT	<input checked="" type="checkbox"/> NONEXEMPT	
<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> REMOTE	<input checked="" type="checkbox"/> HYBRID			
BENEFITS ELIGIBLE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Advertised Salary	\$49,875 – \$55,125	
ABOUT COMMUNITY HEALTH PARTNERSHIP	<p>Community Health Partnership (CHP) is a 501(C)3 organization formed in 1992 by local healthcare leaders to foster a collaborative approach to improving the health of the region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health. We use collective impact as our primary collaboration framework. Currently, we serve as a backbone organization and support four complex local initiatives that work to prevent and end homelessness, suicide, and substance use disorders in our community, and increase access to competent and affirming healthcare for LGBTQIA2+ individuals.</p>				
DETAILED JOB DESCRIPTION	<p>The Pikes Peak Continuum of Care (PPCoC) is a program of Community Health Partnership. The Project Specialist will assist the Senior Manager of Homeless Initiatives, CHP Staff, and PPCoC partner agencies with the planning, facilitation, implementation, compliance, and evaluation of PPCoC funded programs, as well as planning and coordinating the Annual Point-in-Time (PIT) Count of people experiencing homelessness.</p>				
ESSENTIAL FUNCTIONS	<p>General</p> <ul style="list-style-type: none"> • Learn the role of a Continuum of Care (CoC) and become a subject matter expert in system operations and planning of a CoC • Assist subrecipient agencies with grant tracking and reimbursements • Organize and maintain program records (i.e., contracts, payment requests, etc.) • Participate in local, state, and national-level meetings and training as needed • Perform other duties as assigned <p>Annual HUD Continuum of Care Notice of Funding Opportunity (NOFO)</p> <ul style="list-style-type: none"> • Assist the Senior Manager of Homeless Initiatives with the PPCoC’s Consolidated Application, in response to HUD’s Notice of Funding Opportunity (NOFO) Continuum of Care Competition • Track developments at the federal level concerning the HUD CoC competition • Coordinate the PPCoC’s Ranking and Prioritization Committee to independently review and rank all applications for CoC funding • Develop scoring tools based on HUD’s Policy Priorities and system-wide performance measures • Provide training and technical assistance to agencies regarding all aspects of the HUD grant process • Provide implementation support to new projects when awarded, and ongoing support to existing projects 				

Annual Point-in-Time (PIT) Count of People Experiencing Homelessness

- Plan and execute the annual Point-in-Time Count
- Solicit donations and prep incentives for PIT
- Develop annual training for PIT
- Recruit, train, and track volunteer participants
- Coordinate organization and volunteer participation
- Oversee the design of forms and promotional materials for the PIT
- Seek new agencies or locations to conduct PIT counts
- Collaborate with the HMIS team to map community homeless sites
- Support the data team with the Housing Inventory Count (HIC)

Monitoring and Compliance

- Support the Senior Manager of Homeless Initiatives in contractual obligations for pass through Emergency Solutions Grant (ESG) funds
- Track performance of CoC Projects through individualized (project) and system-level analysis and technical assistance
- Provide agency follow-up to ensure appropriate corrective action is taken to sufficiently address identified issues
- Perform onsite and desk reviews of currently funded CoC Projects, and summarize those reviews for Project and HUD Field Office Staff
- Work with the Senior Manager of Homeless Initiatives to draft CoC monitoring policies and procedures to support the monitoring and compliance work
- Coordinate and facilitate identified CoC Committees

Manage CHAP (Coalition for Homeless Advocates and Providers)

- Manage CHAP Email Listserv
- Draft and send out weekly CHAP community update emails
- Organize monthly CHAP meetings, including finding speakers, creating agendas, sending out meeting notes, and facilitating the meeting

**KNOWLEDGE, SKILLS, &
ABILITIES**

- Ability to communicate clearly and professionally, both verbally and in writing
- High degree of accuracy, organization, thoroughness, and attention to detail
- Ability to work effectively and professionally with people from diverse backgrounds
- Ability to learn quickly, handle multiple tasks simultaneously, anticipate and meet established deadlines, and regularly produce high-quality work products in a deadline-driven environment
- Highly developed sense of integrity and commitment to maintaining confidentiality
- Self-motivated, able to prioritize, bring ideas to the table, and meet deadlines
- Ability to work both as a team player and independently with limited supervision
- Experience working with project plans, meeting milestones, monitoring progress, and deliverables
- Ability to resolve conflict through effective communication, stress management, emotional intelligence, empathy, impartiality, and negotiation skills
- Ability to understand, interpret, and communicate federal regulations to people with varying skill levels

	<ul style="list-style-type: none"> • Experience in the management of state and federal grants, including policies and regulations preferred • Vigorous drive, enthusiasm, and a sense of humor • Strong collaboration skills: problem-solver, builds and maintains trust, flexible/adaptable, can tolerate ambiguity, and results-oriented
<p>MINIMUM QUALIFICATIONS</p>	<ul style="list-style-type: none"> • A combination of formal education, training, and/or experience that demonstrates required knowledge, skills, and abilities • Excellent knowledge of MS Office; advanced Excel knowledge • Strong writing skills, interpersonal skills, and customer service skills • Minimum one year of technical assistance experience • One to three years' experience in process improvement, evaluation, project administration, or related professional experience • Experience with nonprofits preferred • Knowledge of and experience in homelessness and housing programs preferred • Pass a background check prior to employment • Must be eligible to work in the United States
<p>EQUIPMENT REQUIRED & OTHER</p>	<p>This position may require the incumbent to occasionally use personal equipment (e.g., vehicle, cell phone, etc.) in the course of their employment.</p>
<p>PHYSICAL DEMANDS & WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Ability to work remotely and in an office environment • Must be able to remain in a stationary position 50% of the time • Ability to occasionally move about inside the office to access file cabinets, office machinery, etc. • Capability to utilize a computer and associated peripherals up to eight hours a day (keyboard, telephone, mouse, monitors, etc.) • Must be able to operate a computer and other office productivity machineries, such as a calculator, copy machine, and computer printer • Must have access to reliable transportation • Must maintain the security of Personally Identifiable Information (PII)
<p>JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI) COMMITMENT STATEMENT</p>	<p>At Community Health Partnership (CHP), we take our organizational values very seriously. We recognize that we must be bold and stand up to the public health crisis of systemic racism that permeates all aspects of our society. It is our responsibility to address the health inequities that are present in our community due to the systemic social oppression of all marginalized populations. Through collaboration, we will innovate our practices so that all people feel respected.</p> <p>With this in mind, CHP is fully committed to racial Justice, Health Equity, Diversity, and Inclusion (J.E.D.I.) We understand that as we engage with our partners, both internally and externally, we are collectively a sum of our identities, values, perspectives, and cultures. We acknowledge that experiences of power and privilege may affect our approach to our work and our effectiveness in it. We enter our J.E.D.I. work in the same way we approach all our work: through community engagement and discovery. We will take the time we need to listen to those most affected by the systems we are trying to improve in order for us to gain empathy and understanding.</p> <p>Furthermore, we commit to confronting systems of oppression by addressing white supremacy in our organization and in the community. Through self-reflection, growth, and</p>

	<p>collaboration from staff, board members, and community partners, we commit to actualizing racial equity, inclusion, and belonging. We invite you to join us in ending health and racial inequities to improve the health of the Pikes Peak region.</p>
<p>EQUAL OPPORTUNITY EMPLOYER</p>	<p>Community Health Partnership provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.</p>

Employment with Community Health Partnership is at-will and either the employee or CHP may terminate the relationship at any time.

To Apply: Please send an email with your resume to hr@ppchp.org with “Attn: Project Specialist” in the subject line, and no more than one page of response to these two questions:

1. What type of workplace culture do you thrive in? What type do you struggle in?
2. What do you find most compelling about our approach to addressing complex problems?