



Job Announcement

Sutter Yuba Homeless Consortium (SYHC) is hiring!

Position Executive Assistant
Start Date September 2022
Salary/Hours 19.50 per hour + \$250.00 Insurance stipend per month; 40 hours/week

Interested applicants please send cover letter and resume to: director@syhomelessconsortium.org by August 26, 2022.

Sutter Yuba Homeless Consortium is comprised of a full range of community stakeholders committed to activities and efforts aimed at the goal of ending homelessness. Stakeholders include advocates, homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, housing agencies, school districts, social service providers, public health, behavioral health, universities, hospitals, affordable housing developers, law enforcement, veteran's organizations, and homeless and formerly homeless persons.

As the Executive Assistant, this staff person will support the Data Manager and Executive Director of the Sutter Yuba Homeless Consortium. Examples include:

- Maintain and build relationships with current and new partners to provide appropriate life skills classes for clients of the two homeless day-centers
- Determine and schedule necessary life skills classes by engaging service providers to survey clients to gauge gaps in services, and reaching out to community providers to fill needs
- Assist in scheduling ongoing training for partner agencies to enhance knowledge of the homeless population, best practices in engagement, and the Homeless Management Information System (HMIS)
- Develop organizational policies and procedures
- Develop agency monitoring tools
- Make appointments and maintain calendar for the Director and Manager, schedule and arrange for meetings
- Analyze written materials and provide summaries of pertinent information
- Maintain inventory and order supplies as requested

- Process invoices and deposits
- Update website information
- Receive and process incoming mail
- Create and monitor monthly day-center calendars. Track client participation at classes through sign-in sheets and recording attendance in HMIS. Report monthly totals when needed.
- Organize and monitor weekly or monthly incentives for participation in classes
- Administer the Coordinated Entry (CE) process to match vulnerable clients to shelter and housing agencies
- Monitor to ensure all funded agencies are following SYHC CE policies and procedures, and assist in developing necessary corrective actions to ensure compliance

HMIS Duties

- Execute a written HMIS Participation Agreement with each Contributing HMIS Organization (CHO)
- Monitor and enforce compliance by all CHOs with Housing and Urban Development (HUD) requirements
- Monitor data quality and maintain input of high-quality data from all CHOs.
- Maintain the privacy policy
- Administer HMIS user license and assist agencies with user management
- Prepare and submit reports as required
- Review HUD updates as needed; update HMIS policies and procedures as necessary, including the privacy, security, and data quality plans, and submit to board for approval.
- Ensure that:
 - Recipients and sub-recipients consistently participate in HMIS;
 - HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 - Data collection and production of the following reports are completed in a timely manner:
 - Point-in-time count
 - Housing Inventory Chart
 - HMIS project application for annual CoC competition and related APR reports
 - Coordinated Entry activities

Qualifications

Education, Training, and Experience:

- Possession of an Associates or Bachelors degree preferred. Professional credentials in social work, social science, or psychology desirable. Experience and training in the field may be considered equivalent to formal education.
- Preferred is 2-3 years of work or knowledge in Sutter-Yuba area homeless resources, providers, and services. Experience in the development, implementation, and evaluation of successful programs is a plus.

Knowledge/Skills:

- Strong knowledge in Microsoft Business Office (i.e. Word, Excel, Outlook, and Access); ability to learn systems such as HMIS and Homelessness Data Exchange (HDX); ability to provide technical support to providers; knowledge in local, state, and federal homeless policies and HUD regulations/rules; ability to plan, develop, and conduct meetings and group presentations; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and evaluate progress toward achievement; utilize modern office equipment; maintain accurate records, collect, and disseminate information; work cooperatively and effectively with individuals and groups and a diverse population.
- Possession of valid California driver's license, proof of safe driving record, and fingerprint background check. Ability to lift and carry up to 25 lbs.