

Transitions of PA Job Description

Position: DV Coordinated Entry Specialist
Supervisor: Housing Coordinator
Classification: Non-Exempt

Overview

The DV Coordinated Entry Specialist will work directly with victim service programs throughout the Eastern PA Continuum of Care (CoC) to ensure that all survivors of domestic violence who are experiencing a housing crisis are able to access safe, affordable, and permanent housing through *Connect-to-Home: Coordinated Entry System of Eastern PA*. This position will provide technical assistance to victim service providers about *Connect-to-Home* and work with each agency to address their specific needs and concerns with regard to participating in the coordinated entry system. The DV Coordinated Entry Specialist will also work to improve relationships among victim service providers and housing/homeless providers across the CoC to better serve the complex needs of survivors. The DV Coordinated Entry Specialist is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position requires significant travel throughout the state. It is anticipated that approximately 4 days per week will be spent traveling.

Responsibilities

1. Outreach and engagement of victim service providers to educate and encourage participation in *Connect-to-Home*.
2. Partner with the Coordinated Entry Regional Managers, Coordinated Entry Committee, and PCADV as needed to problem solve DV cases, and give voice to the ideas and needs of victim service providers who are engaging in the coordinated entry system.
3. Ensure that consistent linkage and communication exists between DV providers, *Connect-to-Home*, the individual Regional Homeless Advisory Boards (RHAB's), and the CoC as a whole.
4. Conduct pre-screen and standardized assessment tool (VI-SPDAT) with individuals fleeing domestic violence and/or presenting at a DV center.
5. Monitor the coordinated entry process to ensure individuals anonymously included on the CoC's prioritized waiting list (Community Queue) have equal access to housing/ homeless assistance resources throughout the CoC.
6. Expand CES operations to include and incorporate trauma-informed and victim-centered policies and practices.
7. Serve as liaison between victim service providers, PCADV (and potentially other funders such as PCAR and PCCD), and the coordinated entry system as a whole.
8. With support from PCADV, facilitate regular meetings among DV providers to focus on continual quality improvement, training, peer learning, and problem solving around coordinated entry.
9. Participate in the Eastern PA CoC Coordinated Entry Committee.
10. Participate in all Regional Homeless Advisory Board (RHAB) meetings throughout the CoC.
11. Participate in all coordinated entry community queue "scrub" calls.
12. With support from PCADV, provide technical assistance and training to DV providers on coordinated entry, housing issues and resources, and services/systems access to increase housing advocacy knowledge among DV programs.

13. With support from PCADV, provide technical assistance and training to non-DV providers related to victim-centered and trauma-informed practices.
14. Maintain relevant records and documentation and prepare reports as needed.
15. Collaborate and train other agency staff on housing/homelessness related topic, as needed.
16. Perform all work in a culturally responsive manner consistent with Transitions of PA's mission and philosophy.
17. Collaborate with staff members about service provision and establishment of related policies and procedures.
18. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
19. Attend staff meetings and in-service training.
20. Perform other duties as assigned as allowed by funding streams.

Qualifications

1. Required: Bachelor's Degree in Social Work, Human Services, or a related field and/or equivalent experience.
2. Preferred: A minimum of 1 year experience and demonstrated competency in client-centered/victim-centered advocacy.
3. Preferred: A minimum of 1 year experience and demonstrated competency with housing and homelessness issues affecting victims of crime and effective advocacy strategies for both helping individual survivors and helping improve system response.
4. Preferred: Experience with survivor-centered advocacy and management in community-based rapid rehousing models, or other housing models.
5. Preferred: Familiarity with state and federal laws, policies and regulations impacting victims of crime and housing and homelessness.
6. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
7. Must possess excellent communication skills and be computer literate.
8. Must possess public speaking skills and be comfortable in engaging in outreach and training.
9. Must possess ability to "self-start" and work independently with minimal one-on-one supervision, as well as engage in team-based collaborative culture within the coordinated entry system.
10. Strong understanding and willingness to promote a domestic violence focused housing first approach to service delivery.
11. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
12. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
13. Must have Act 34, Act 114, and Act 151 clearances.

Staff Signature

Date

Supervisor Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.