



Alliance to End Homelessness in Suburban Cook County Youth Coordinated Entry System Coordinator

Alliance Overview: The Alliance to End Homelessness in Suburban Cook County (the Alliance) is suburban Cook County's homeless services Continuum of Care (CoC). The mission of the Alliance to End Homelessness is to strive for the elimination of homelessness in suburban Cook County through the coordination and maximization of available resources to assist homeless individuals and families. The Alliance serves as a convener for the collaborative, community-based endeavors of homeless service providers, affordable housing developers, local governments, foundations, and the private sector.

Job Overview: The Coordinated Entry (CE) System Coordinator is responsible for the development, facilitation, and management of a coordinated system to identify and link unaccompanied youth under 25 who are homeless or at-risk of homelessness in suburban Cook County to permanent and crisis housing and other community resources. In addition, this position will also be responsible for developing and maintaining relationships with community-based stakeholders that may have youth who are homeless or at-risk of homelessness such as school districts, colleges, the child welfare system, juvenile justice system, etc.

Job responsibilities:

- Directing the development and implementation of a youth-specific and youth-appropriate, equitable and inclusive coordinated entry (CE) system
 - Leading efforts to develop access points and tools to make it easy for youth who are homeless or at-risk of homelessness to connect to resources (app, website, cross-sector access points)
 - Develop youth-specific processes and policies for new and existing access points
 - Managing and implementing the process to match youth identified through the provider network to housing and services
- Facilitating youth-specific case conferencing with youth service providers across the suburbs
- Play a leadership role in various youth teams and committees working to implement the community plan to prevent and end youth homelessness
- Building relationships with system partners (i.e. child welfare, juvenile justice, education, employment) to improve coordination within, access to, and referrals to/from the CE system
- Engage strategically with community stakeholders, including at police departments, libraries, medical facilities, schools, parks, city and township offices, forest preserves, community centers and any other venues or personnel who might encounter or have knowledge of youth experiencing homelessness or sexual exploitation. Provide education about youth homelessness and about services available in the region and ensure that youth experiencing homelessness have easy and fast access to our network of services and supports.
- Participate in the annual count of people who are homeless in the community, specifically as it relates to youth and youth homelessness in our continuum
- Build knowledge of wide array of resources in the community to meet the holistic needs of youth.
- Attend ongoing training on Best Practices for Street Outreach, Harm Reduction, Housing First, Trauma Informed Care, Cultural Competence, Positive Youth Development, Domestic Violence, Human Trafficking, Public Benefits, and other applicable topics.
- Attend and participant in all required agency and regional meetings.
- Assist with all reporting requirements

- Ability to work independently, both on site at the office located in Hillside, IL as well as telecommute and in the community.

Qualifications:

- Bachelor's degree in social work, psychology, education, or related field, Masters preferred.
- 2-5 (+) years of professional experience, particularly working in the field of homelessness, and/or youth homelessness and services
- Have a successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, a growth mindset, and dedication to the values and the mission of the Alliance.
- Ability to work with and collaborate effectively with a diverse team of staff and stakeholders.
- Awareness of personal power and privilege, dedication to cultural humility, and demonstrated high value for diversity in work team essential.
- Ideally: Driver's license, clean driving record, auto insurance, and access to personal vehicle.
- Computer literacy, including knowledge of computer assessment tools, data base systems and windows environment. Proficient in Excel, Outlook and Word.
- Prior lived experience of homelessness highly valued.
- Ability to work independently, both on site at the office located in Hillside, IL as well as telecommute and in the community.
- Possess a commitment to being anti-racist and anti-adultism in your work

Salary range: \$45,000 to \$50,000

How to apply: We strongly encourage those with the following identities to apply: Black and indigenous people, Latinx people, other people of color, LGBTQIA+, womxn and non-binary people, people with disabilities, and others with lived experience of homelessness and/or as being part of marginalized communities. Please submit your resume and cover letter to info@suburbancook.org. Applications will be taken until 5p.m August 20, 2020. You can address your cover letter to Susie Bohun, Coordinated Entry Program Director.

While we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.

The Alliance to End Homelessness in Suburban Cook County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.