

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50361690

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/26/2017
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	135424
Consultant:	KCW
Supervisor:	HHH



Louisiana
SCS
State Civil Service

POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

- ☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested
☐ JOB CORRECTION ☐ 5.3 APPEAL ☒ CAREER PROGRESSION GROUP
☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE OA04	POSITION NUMBER 50361690
CURRENT PAY LEVEL AS-615	CURRENT OFFICIAL JOB CODE 170510
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Housing Finance Specialist 3

REQUESTED OFFICIAL JOB TITLE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER 50464677	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT – OFFICE – DIVISION Louisiana Housing Corporation/Louisiana Housing Authority/Mid-City	HUMAN RESOURCES TELEPHONE (225) 763-8700	
OFFICIAL TITLE OF SUPERVISOR Housing Finance Manager	DIRECT SUPERVISOR'S POSITION NUMBER 50465621	HUMAN RESOURCES EMAIL dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Amy York	50474239	Housing Finance Specialist 3
Angela Davis	50319909	Housing Finance Specialist 3

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

- ☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF
DIRECT
SUBORDINATES

Check to indicate attachments.

6 ATTACHMENTS

- ☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

Sign and print below.

7 SIGNATURES

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) KEITH CUNNINGHAM, EXEC DIRECTOR	DATE	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

As part of its implementation of the HEART ACT, the federal Department of Housing and Urban Development (HUD) requires every Continuum of Care (CoC) to develop a centralized or coordinated entry system for intake, assessment and referral. Coordinated Entry (CE) is one essential piece of a broader housing crisis resolution system that rapidly returns people who experience homelessness to stable housing. The Coordinated Entry Specialist position is primarily responsible for managing the day-to-day operations of the Louisiana Balance of State (BoS) CoC Coordinated Entry System (CES). This includes oversight of the CES outreach efforts, housing navigation, and housing provider inputs to ensure compliance with both HUD and local guidelines, recommendations, and policies. The CES Specialist will provide the daily administration of, and facilitation for, the CES to ensure the system is easily accessible and reduces the amount of time people spend finding the appropriate housing resource.

35% - Program Management and Oversight

- Provides leadership, direction and oversight to CES operations to ensure the success of the program which includes all administrative/management functions of CES, reporting, contract monitoring and training.
- Functions as a liaison internally with other program staff involved in CE as well as with funders, local city/parish governments, law enforcement, and the surrounding community.
- Develops and reviews policies and procedures regarding the BoC CoC CES.
- Identifies performance goals for CE and work with program staff and contract providers to ensure that all internal and external performance goals are being met.
- Identifies continuum wide training needs and ensure proper training is provided consistently throughout the BoS CoC.

30% - CES Service Coordination and Community Outreach

- Visits CES sites to answer questions and concerns, conduct business analysis on current procedures to see if adjustment is needed.
- Convenes regularly scheduled case conferences as units become available to review and prioritize clients, assign new individuals to housing navigators, review and monitor progress of cases already assigned.
- Maintains the centralized housing placement list, which uses the VI-SPDAT scores to prioritize clients for Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH) based on need.
- Establishes referral networks for outreach, mental health, healthcare, benefits, and other supportive services.
- Educates, networks, and represents CES activities to local agencies and stakeholders.
- Responds to community requests for information and facilitate trainings/presentations as needed.
- Monitors and analyzes complaints and unusual occurrence data to identify patterns reflecting system failures and recommend changes.

20% - Data and Evaluation

- Measures CES progress towards established outcomes.
- Analyzes Homeless Management Information System (HMIS) aggregate data.
- Creates CES benchmarks and review data against benchmarks.
- Creates and publishes CES progress reports and program-level reports.
- Enhances quality assurance procedures for data collection/tracking

15% - Reports and Compliance

- Prepares and submits monthly, quarterly and semi-annual, and/or annual program service reports
- Develops and manages internal tracking process for all activities related to CES.
- Reviews and authorizes all reports prior to submittal.
- Performs other duties as assigned.

