

<b>Position:</b> Homelessness Prevention Rapid Re-housing Program (HPRP) Facilitator	<b>Document date:</b> 8/11/2010
<b>Identifying Title:</b> HPRP Facilitator	<b>Revision Date:</b> N/A
<b>Reports to:</b> CoC Coordinator	

**Position Overview**

The Homelessness Prevention Rapid Re-housing Program (HPRP) Facilitator is a staff level position of Cincinnati/Hamilton County Continuum of Care for the Homeless, Inc (CoC). The person in this position is responsible for managing the day-to-day coordination and functions of the HPRP program in coordination with the CoC Coordinator.

**Essential Job Functions**

- ✦ Oversee and offer support to the following programs: Homelessness Prevention, Rapid Re-housing for Singles and Rapid Re-Housing for Families programs
- ✦ Homelessness Prevention Program:
  - Support CoC collaboration with the United Way of Greater Cincinnati, Central Access Point (CAP) and homelessness prevention agencies for the disbursement of homelessness prevention funds.
  - Coordinate services and resolve programmatic issues with Homelessness Prevention agencies.
  - Facilitate bi-weekly meetings among Homelessness Prevention agency case managers.
  - Facilitate monthly supervisor meetings with Homelessness Prevention agency supervisors.
  - Monitor outcomes in relation to preventing clients from entering CoC emergency shelters.
- ✦ Rapid Re-housing for Singles Program:
  - Support CoC collaboration with the FreeStore/FoodBank for the disbursement of RRH funds.
  - Monitor outcomes in relation to: 1) Client ability to obtain and maintain housing, 2) Client ability to secure or increase income and benefits
  - Attend bi-weekly meetings with RRH staff.
- ✦ Rapid Re-Housing for Families Program:
  - Support CoC Collaboration with the Family Shelter Partnership Program (FSPP) for the services and financial assistance of the families participating in the RRH Program.
  - Attend weekly FSPP meetings
- ✦ Monitor HMIS data entry in regard to client demographic data, service provision, client contact, and disbursement of direct financial assistance.
- ✦ Review HPRP expenditures weekly.
- ✦ Generate and submit reports from HMIS on HPRP outcomes monthly to CoC Coordinator.
- ✦ Generate and submit reports from HMIS on HPRP quarterly to HUD and other interested parties in compliance with HPRP Reporting guidelines.
- ✦ Respond quickly and communicate effectively with HPRP agencies to resolve any

- programmatic issues.
- ✚ Assist the CoC Director as needed

#### **General**

- ✚ Participate in monthly staff meetings
- ✚ Participate in weekly HPRP meetings
- ✚ Participate in CoC functions as necessary

#### **Requirements**

- ✚ Ability to work efficiently while paying close attention to detail
- ✚ Demonstrated organizational skills
- ✚ Ability to communicate effectively, both in speaking and writing, with persons within and outside of the Continuum of Care
- ✚ Ability to work independently while maintaining willingness to accept supervision
- ✚ Understanding of social service systems and specifically homelessness

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply, email your cover letter and resume to [hr@cincinnatioc.org](mailto:hr@cincinnatioc.org). Resumes without a cover letter will not be considered.