



Putting Veterans First Since 1992  
**NEW DIRECTIONS** *for* **VETERANS**

### Position Description

Title	Project Contract Assistant/Data Coordinator
Reports to	Compliance Manager
Location	Bldg. 116
Type	Non-Exempt, Full-time

#### **How this position supports our Mission:**

Under the supervision of the Compliance Manager the Project Contract Assistant/Data Coordinator provides administrative support for the successful efforts of New Direction for Veterans Programs.

#### **Responsibilities**

- Coordinate case management staff, housing navigators, and resident service assistants' activities to ensure seamless delivery of services.
- Review case files to ensure proper Documentation of Homelessness, Income Documentation and all other required Documentation according to each Individual contract guidelines.
- Document and maintain up-to-date information on services provided and funds spent in the Homeless Management Information System/Clarity (HMIS) and the Service Point Database.
- Assist with the Revision of updating and maintenance of participant case files.
- Maintenance of program records and administrative support as required.
- Run weekly or Bi-weekly HMIS/Clarity Reports to identify errors.
- Assist in preparation of and submission of case/program reports as needed.
- Assist in the maintenance of records providing information about community resources and social services.
- Participate in bi-weekly staff meetings and trainings as required.
- Serves as a Liaison for CES, and other agencies within the Service Planning Area (SPA 5).
- Other duties may be assigned as needed.

#### **Required Skills**

- Meticulous attention to detail required.
- Ability to understand and respect confidential data.
- Excellent organizational, communication and interpersonal skills
- Good computer skills in MS Word, Excel, Outlook.
- Professional demeanor and presentation a must.

#### **Education & Other requirements**

- Bachelor's Degree from a four-year college or university **or** High School Graduate and 3 - 5 years progressively responsible non-profit management, administrative and or customer service experience.
- Knowledge of Homeless Services highly desired

**Work Environment and Physical Demands**

- The noise level in the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.
- Occasionally the employee will be required to perform work out of the office meeting clients at apartment buildings or other facilities.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for Human Resource/Personnel Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*The employer is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.*