



MISSISSIPPI BALANCE OF STATE CONTINUUM OF CARE

JOB DESCRIPTION

CONTINUUM OF CARE COORDINATOR

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

MEMBERSHIP:

- Contribute to ongoing quality improvement of the BoS CoC.
- Maintain, update and develop agenda and minutes for CoC functions.
- Coordinate and schedule Governing Council and regional coalition meetings.
- Recruit members and agencies for the meetings.
- Send reminders for regional coalition meetings and CoC membership meetings.
- Communicate information about the MS BoS CoC, its members and opportunities.
- Record notes and contacts from all meetings and make available as needed.
- Create and promote success stories of the CoC.
- Encourage collaboration among regional agencies.
- Promote membership in the MS BoS CoC.
- Manage the CoC's various social media outlets
- Market the CoC to prospective partners.
- Coordinate education for member agencies in areas of CoC responsibility
- Assist new members to coordinate their membership application, agency representatives (proxies), and programs are set up as required by CoC guidelines.
- Develop relationships with representatives in other agencies to support individuals attaining services such as additional mental healthcare, psychiatric medication, medical resources, financial assistance, legal advocacy, etc.
- Organize annual membership meeting
- Schedule regular agency visits with each visit focusing on CoC education.
- Coordinate appropriate referrals and linkages to available community partnerships and mainstream services.

GOVERNING COUNCIL:

- Ensure that the BoS CoC Governing Council's needs are responded to in a timely manner.
- Work under direct supervision of Collaborative Applicant Executive Director
- Maintain contact with the BoS CoC Governing Council and MUTEH regarding member agencies' financial standing.
- Coordinate, prepare, and maintain required documentation, for CoC functions, in a timely and thorough manner (including website information).
- Participate in daily debrief sessions, weekly supervisory and/or staff meetings, training and development opportunities as determined appropriate by the CoC Governing Council or the MUTEH Program Director in conjunction with the CoC Governing Council.

- Other duties as assigned by the CoC Governing Council.
- Attend applicable trainings.

PIT-HIC IMPLEMENTATION:

- Coordinate organizations and volunteer participation.
- Oversee the design of forms and promotional materials for the Point in Time Count.
- Work with area coordinators for local PIT events.
- Film and edit CoC training media.
- Create strategies to insure a more thorough PIT Count.
- Discover agencies and recruit for the PIT and HIC counts.
- Adhere to client confidentiality requirements and standards.

FOR MORE INFORMATION:

- See the [CoC Governance Charter](#).
- MS BoS CoC Website: <https://msboscoc.wordpress.com>