



ECHO Job Description

Job Title:	By Name List Specialist
Department:	Coordinated Entry
Reports To:	Associate Director of the Rehousing System
Date Created/Revised:	8/10/2021
Starting Salary	\$40,000
Position Type	Full-Time, Exempt

Position Summary

The Ending Community Homelessness Coalition (ECHO) is seeking a full-time **By Name List Specialist**. This position will serve as a key supporting member of the Coordinated Entry team at ECHO. They are responsible for data management, entry, and follow up pertaining to our community's Coordinated Assessment, Outreach Policies, and community case staffing meetings and will be expected to conduct regular By-Name List data tests and clean up. This position will report directly to the Coordinated Entry Associate Director of the Rehousing System and will require frequent communication and collaboration with Coordinators on the team.

About ECHO and Coordinated Entry:

ECHO serves as the Continuum of Care lead agency as well as the HMIS lead administrative agency for Austin/Travis County. One of ECHO's primary responsibilities is the ongoing development and implementation of a comprehensive, standardized, community-wide intake and assessment process called Coordinated Entry. Coordinated Entry's primary goals are to simplify the process by which clients ask for assistance, and to ensure assistance goes to those most in need whenever there is a shortage of resources.

Essential Duties & Responsibilities

Depending upon assignment, the majority of duties may include, but are not limited to:

- Conduct regular data checks and cleanup of the community's By-Name List to ensure our prioritization and staffing lists are as accurate and up to date as possible
- Draft and publish client-level staffing lists for regular community case staffing.
- Manage the data entry portion of our Outreach Request policies
- Take minutes and case notes at all Coordinated Entry community staffing & policy meetings
- Enter and revise new data and client updates from community members and programs in HMIS
- Provide direct administrative support to other Coordinated Entry staff during trainings, special events, or community meetings
- Handle and maintain client level information with respect for participants' dignity, privacy, time and other considerations
- Enter all data into Service Point HMIS in a timely manner and abide by all ECHO Data Standards including rules of confidentiality

Qualifications

EDUCATION & EXPERIENCE

- An interest in supporting work that directly assists people in crisis, homelessness and/or very low-income people.

- Comfort in Excel & Data Management Systems (HMIS specific experience not required, but preferred)
- Must possess a valid driver's license and reliable transportation.

Competencies & Skills

We are seeking candidates who are motivated, independent, flexible, resourceful, open-minded, client-focused, and passionate, with the ability to identify and act upon client need at both the individual and community-wide level.

Skills and Competencies

- Computer literacy – HMIS Service Point experience preferred, Outlook, Excel, Word, PowerPoint, Google Docs
- Superior organizational skills and attention to detail
- Excellent interpersonal and communication skills
- Ability to prioritize multiple tasks and meet frequent deadlines with minimal oversight
- Possess an interest in social justice and have experience doing advocacy work for underserved populations

Position Work Conditions, include but are not limited to:

- Overtime when necessary to meet project deadlines
- Able to participate in training sessions, presentations, and meetings
- Travel for the purpose training and collaborating with stakeholders, or off-site personnel/management
- Normal work hours and days assigned based on a 40-hour workweek. Some nights and weekend meetings might be required to meet the need of partner agency schedules. Position is salaried.

Supervisory Responsibility

The position is not currently a supervisory position.

Position Type and Expected Hours of Work

This is an exempt full-time position working 40 hours a week; typical office hours are Monday through Friday; however, evening and weekend work may be required as the news cycle and job duties demand.

Travel

Position requirements may be both office and community based and may require use of personal vehicle or public transportation. Typical workdays will be office and community based. Some travel is expected for this position both locally and to national conferences.

ECHO Core Mission Values

Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age. Women, minorities, veterans, and people with lived experience of homelessness are encouraged to apply.

To Apply

Interested candidates please submit a resume and cover letter to Allison Mabbs, Associate Director of the Rehousing System, at allisonmabbs@austinecho.org. Position will remain open until filled.