

# McHenry County Continuum of Care Coordinator Job Description

The Corporation for Affordable Homes of McHenry County's mission is to expand affordable housing opportunities in McHenry County. As part of its mission, it is active in the Continuum of Care Committee and acts as the fiscal agent for the Continuum of Care. CAHMCO manages a Continuum of Care Coordinator to assist the Committee to strengthen its strategy to assist homeless people in McHenry County. The Continuum of Care Coordinator performs the following tasks, as well as other tasks which may be assigned by the CAHMCO Executive Director and the Continuum of Care Committee:

## ***Continuum of Care Strategy***

Develop the annual and long-range Continuum of Care Strategy in accordance with HUD guidelines. The strategy is directly related to the needs data developed by the Continuum through its work, and includes detailed action steps to address the most pressing needs, including identification of potential housing providers to address the gaps. This strategy forms the basis for the McHenry County application to HUD for homeless assistance.

## ***Grant Writing***

Prepare annual McHenry County Continuum of Care application for funding under the HUD NOFA addressing homeless housing. The Coordinator also writes grants the DHS Homeless Prevention grant and other grant initiatives as directed.

## ***Meetings***

Coordinate, attend, record and disseminate information related to all Continuum of Care Committee meetings. Assure that appropriate follow-up activities are undertaken. Attend the Regional Continuum of Care Roundtable meetings in the Chicago Metropolitan area. Participate in the Human Services Network, as well as the Providers Care Network.

## ***Providers Care Network***

Work closely with the PCN administrator to develop the Gaps Analysis needed for the HUD NOFA application.

## ***Outreach***

Coordinate outreach to the community via letters, meetings, phone calls, community events and surveys to expand Continuum of Care membership and provide education about the Committee's work to address homeless and housing issues in the County. Outreach expands as well to banks, churches, units of local government, businesses, hospitals, police departments, food pantries, community groups and social service providers about the Committee's work.

## ***Job Type/Qualifications***

This part-time position presently offers 8-10 hours each week and is compensated at an hourly rate. During the time at which the HUD NOFA application is being prepared, the hours increase considerably. The work schedule is flexible, but the Coordinator is expected to work primarily from the CAHMCO office during business hours. The ideal candidate will have strong organizational, communication and writing skills. A background in social services and specifically homeless prevention is preferred but not required.

## ***Interested applicants should submit resumes to:***

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