



Poverello  
House

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## **Job Description**

**Title:** Coordinated Entry System Trainer (CES Trainer)

**Hours:** Full-Time (40 hours weekly, non-exempt)

**Reports To:** Coordinated Entry System Administrator

**Purpose:** Conducting ongoing CES trainings and provide follow-up support to providers that need assistance with their projects. Creating and fulfilling the CES policies and procedures.

### **Job Responsibilities and Duties**

- CES Trainings should be offered once per quarter or as needed for new projects
- Trainings include:
  - CES Overview
  - Access
  - Street Outreach – Homeless Verification
  - Diversion
  - Assessment (VI-SPDAT & SPDAT)
  - Navigations (document collection, referrals, and match process)
- Answer questions about CES policies and procedures
- Provide trainings and support to providers that need help learning how to properly complete any of the tasks covered by the CES trainings

### **Qualifications**

- Associates Degree Required
- Comfortable in training individuals and large groups through in- person and online
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure
- Proven ability to work independently with guidance
- Proficiency in the Microsoft Office Suite

### **Compensation**

- \$23/hour

- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, paid sick time (per applicable laws, plus accruals)
- Medical, Dental/Vision, Life Insurance, SIMPLE IRA retirement, and additional fringe benefits included