



## **Job Description**

**Title:** Coordinated Entry System Assistant Administrator (CES Assistant Administrator)

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

**Reports To:** Coordinated Entry System Administrator

**Purpose:** The Coordinated Entry System (CES) Assistant Administrator will work collaboratively with the CES Management Team. The CES Assistant Administrator will cross-train in various positions within the CES Management team and take on roles as needed.

### **Job Responsibilities and Duties**

- Monitor adherence to the Coordinated Entry System (CES) Partner Agreements
  - Ensure agreements are signed and up-to-date
  - Schedule and attend project management meetings with agency supervisors to discuss their agency's adherence to the CES policy
  - Request and review documents and data from agencies to conduct CES-specific monitoring as needed
  - If an agency's non-compliance cannot be resolved privately, then create and share monitoring reports with the Fresno Madera Continuum of Care (FMCoC)
- Participate on the CES Committee
- Administer the grievance and appeal process for situations that are not resolved at the provider level
- Serve as the initial point of contact for questions about the coordinated entry from the community
- Organize and provide information to support the evaluation entity's ongoing and annual assessments of the Coordinated Entry System
- Present CES data reports to the FMCoC monthly or on a schedule as requested by the FMCoC
- Other duties, as relevant and assigned by Management

### **Qualifications**

- Must be insured for driving
- Flexibility (Position will require open availabilities 24/7, seven days a week, occasional weekends)
- A GED or High School diploma is required
- At least three years working in an administrative office or office-type environment
- One year of experience working with persons in poverty or with various disability disorders preferred
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to work independently or as a member of a team
- Ability to multi-task and work well under pressure

- Effective written, verbal, and interpersonal communication

**Compensation**

- \$20.00 per hour
- Grant Term: July 1, 2022, to June 30, 2023
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, Birthday holiday, paid sick time (per applicable laws, plus accruals)
- Medical/Dental/Vision Benefits for employee and dependents
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Life insurance plan benefit

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org).  
No Phone Calls Please