

**County of Hudson**  
**Department of Parks and Community Services**  
**Division of Housing and Community Development**

**Job Description: Program Director- Homelessness Programs**

The Hudson County Division of Housing and Community Development (the “Division”), which oversees a number of federal and local housing, community development and homeless programs, is seeking an experienced Program Director to lead the Division’s efforts around ending homelessness in Hudson County. The Program Director is a senior position within the Division which will lead all efforts around homeless planning and manage all homeless grants under the Division. The position will work directly with homeless housing and service providers and various government offices to assist with the planning, facilitation, implementation, and program evaluation to support effective coordination, collaboration and operating of the Continuum of Care (CoC).

**Responsibilities:**

*Hudson County Alliance to End Homelessness /Continuum of Care (CoC) Lead*

- Serve as Chair of the Hudson County Alliance to End Homelessness (HCAEH) organizing and leading the HCAEH full membership and committee meetings including but not limited to Homeless Youth, Veterans, Homeless Families and Frequent Users
- Oversee monitoring and performance management reports for all CoC funded programs
- Complete the annual HUD CoC Program grant application process including grant narratives and assistance with individual project applications
- Manage the HUD HDX eHIC, PIT and AHAR reporting requirements for the CoC and other HUD reporting requirements from the HMIS system
- Coordinate and implement the annual Point in Time Count
- Facilitate collaborations for improvements and innovations in service and housing delivery to individuals and families experiencing homelessness
- Identify gaps in services and housing for those experiencing homelessness, assist with the planning and development of solutions and resources
- Plan and facilitate continuing education and training opportunities for housing and service providers
- Maintain information on resources for service providers on the Division website
- Serve as policy expert on homeless housing and planning activities
- Serve as liaison for various government and nonprofit entities

*Emergency Solutions Grant*

- Develop the annual Emergency Solutions Grant (ESG) Application, review all applications and make funding recommendations to the Division Chief and County administration.
- Monitor all ESG funded programs, review vouchers for reimbursement and provide technical assistance as needed
- Complete ESG and Homeless sections of the Annual Action Plan and CAPER

### *Hudson County Homelessness Trust Fund*

- Develop and oversee the Request For Proposal (RFP) to award HCHTF grants
- Coordinate the HCHTF Taskforce membership and meetings
- Monitor all HCHTF funded programs, review vouchers for reimbursement and provide technical assistance as needed
- Complete and submit annual reports to NJHMFA

### **Required Education and Experience**

- Bachelor's Degree required, master's degree preferred.
- A demonstrated desire and commitment to prevent and end homelessness
- Familiarity with supportive housing and service models for vulnerable populations that include: chronically homeless, high-need frequent users of criminal justice and health systems, veterans, homeless youth, and families.
- Direct experience managing a Continuum of Care
- Experience with HUD Community Planning and Development programs and grant management
- Knowledge of the community need, system capacity, operation, and cost of shelter, rapid re-housing programs, permanent supportive housing, and other approaches
- Ability to understand and develop effective strategies to address homelessness by using data driven solutions
- Comprehensive knowledge of homelessness, case management, housing and homeless service providers
- Demonstrated knowledge of online tools and applications
- Demonstrated knowledge of Microsoft Office
- Ability to work independently with limited direct supervision
- Experience with reporting and data analysis from an HMIS system
- Strong professional writing skills and the ability to communicate with all levels of management, staff and consumers
- Strong communication, interpersonal and problem solving skills
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities
- A strong work ethic, integrity, and the highest ethical standards are expected
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes

Interested applicants should submit a resume and cover letter to Randi Moore at [RMoore@hcnj.us](mailto:RMoore@hcnj.us)