



The Technical Assistance Collaborative, Inc.
POSITION DESCRIPTION

Position Title:	Associate (VA Program Monitor)
Supervision Provided By:	Managing Director/Senior Associate
Work Hours:	M-F, 9:00 am to 5:00 pm, although client assignments will require evening work and travel within the United States. <i>Overnight travel required.</i>
Location:	Preference for position to be located at TAC's Boston office but consideration for remote location possible.
Expected Start Date:	January, 2014

Organization Overview:

The Technical Assistance Collaborative, Inc. (TAC) is a national nonprofit organization that advances proven solutions to the housing and community support services needs of low-income people with disabilities and people who are homeless. For over 20 years, TAC has provided policy leadership, technical assistance and consultation for numerous federal, state and local government agencies, as well as for national policy and advocacy, philanthropic, and nonprofit organizations.

General Description of Duties:

TAC is seeking an Associate to provide direct (on site) monitoring, consultation, and training on the issues of affordable and supportive housing to organizations requesting such services from TAC. Successful candidates will have expertise in and knowledge of federal housing programs (U.S. Dept. of Housing and Urban Development and U.S. Dept. of Veterans Affairs) that serve homeless persons. This position will be responsible for conducting on-site monitoring of VA homelessness assistance grantees, completing reports of each monitoring visit, and providing guidance to grantees on program compliance matters.

Responsibilities

Day to day responsibilities of this position include:

- Prepare for the monitoring site-visits including the development of an individual monitoring strategy which outlines the scope and focus of the visit and thorough pre-monitoring preparation which will include review of available relevant reports, available data, and previous site visit reports.
- Conduct timely grantee notification of the upcoming monitoring site visit and collaborate on coordinating a specific date for the inspection. Follow up with the grantee through a formal written letter prior to the visit.
- Conduct the monitoring site visit which will include an entrance conference, the assessment and an exit conference in accordance with VA homeless program protocols

and guidance. Examine policies and procedures, conduct interviews, observe program activities, and analyze utilization data and program report during the monitoring review.

- Prepare a report summarizing key information collected during the monitoring review based on the program areas of focused identified by the VA homeless program.
- Participate in follow-on calls with VA staff after the completion of the monitoring report in order to review the results and findings of the site visit.

Successful candidates will have:

- 3-5 years of experience in the field;
- Expertise with homelessness prevention and rapid re-housing services, best practices and implementation issues.
- Experience with homeless or human services program management
- Background in writing monitoring site visit reports with given contractual timelines
- Experience working with homeless population, including Veterans who are eligible for VA care and services;
- Excellent written /oral communication and interpersonal skills; and
- Flexibility to travel on regular basis to conduct VA homeless program monitoring.

Skills and Key Competencies

- Self-directed, organized, team member sensitive to deadlines and timelines.
- Communication skills including strong writing and presentation skills.
- Time management skills to carry out multiple parallel tasks and projects at once.

Previous project management and client management experience and/or homeless or human services program management strongly desired. Prior experience in the public sector preferred. The candidate must present ability to research and analyze subjects of interest to TAC staff and clients and have a demonstrated commitment to housing for vulnerable populations.

B.A. degree required. At least three years of progressive experience in the field of interest.

Salary: \$50 - 60,000 commensurate with experience

To Apply: email cover letter, resume, and salary requirements by Kyia Watkins to kwatkins@tacinc.org. No phone calls please.

Closing date for applications is December 6, 2013