

-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Research Specialist Intern.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 587715 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

This position is housed in IHEDA's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Research Specialist for Coordinated Access (Internship)	Exempt
Reports to	Director of Research and Innovation	Date last revised: December 6 2013
Supervises	N/A	
Anticipated Salary Range	\$11.30/hr.	
Summary	As the coordinator of the Indiana Balance of State Continuum of Care (COC), Indiana Housing & Community Development Authority provides funding and technical assistance to a range of partners serving homeless individuals and families throughout the state, with the exception of Marion County and St. Joseph County. HUD is requiring all CoCs to develop and implement a coordinated access and assessment system to allow anyone who needs assistance to know where to go to get help, to be assessed in a standard and consistent way, and to connect with the housing/services that best meet their needs. This position will play a key role in planning and implementing Indiana's coordinated access and assessment system.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
Key outcomes expected	<p>Work with IHCDA staff and the Corporation for Supportive Housing, one of IHCDA's partners to develop and implement a Coordinated Assessment/Access system for the Indiana Balance of State Continuum of Care (BoS CoC), including but not limited to the following discrete projects:</p> <ol style="list-style-type: none"> 1) Learn about the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and its implications for Indiana's homeless services system; 2) In consultation with IHCDA staff and consultants, support development of a Coordinated Assessment/Access system: <ol style="list-style-type: none"> a) Facilitate discussion sessions with key community partners to identify community concerns and areas of uncertainty and communicate those items back to IHCDA and CSH; and b) In consultation with IHCDA staff and consultants, develop written materials and course content for training curriculum to equip staff and partners with the necessary skills and knowledge to effectively deploy the proposed Coordinated Assessment/Access System. c) Provide training to employees of organizations funded through the BOS COC throughout Indiana's 16 Continuum regions who are responsible for implementation of the system. d) Work with service providers and vendors to identify and troubleshoot issues as they arise during implementation. 3) Develop final report summarizing customer/partner feedback with regard to the system, with recommendations for improvement. 4) Comply with all policies of IHCDA. 5) Other duties as assigned. 	

<p>Critical skills, knowledge, and behaviors</p>	<p>Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to community partners.</p> <p>Ability to plan and set direction for large groups of people.</p> <p>Proven verbal and written communication skills are essential</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong presentation skills and the ability to facilitate both large and small group presentations.</p> <p>Demonstrates strong customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.</p>
<p>Education, experience, degrees, licenses</p>	<p>Bachelor Degree or equivalent.</p> <p>Expected to maintain an office at IHEDA headquarters in Indianapolis</p>

Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p>
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