

## **Fairfax County Government**

### **Coordinated Entry Support Specialist (Management Analyst I)**

**Salary** - \$59,700.37 - \$99,499.92 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Hourly W BN

**Job Number** - 26-00508

**Department** - Housing & Community Dev

**Opening Date** - 03/28/2026

**Closing Date** - 4/10/2026 11:59 PM Eastern

**Pay Grade** - S21

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5281187/coordinated-entry-support-specialist-management-analyst-i?keywords=coordin&pagetype=jobOpportunitiesJobs>

### **Job Announcement**

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

A Coordinated Entry System (CES) determines how people access, are assessed, prioritized, and referred to interventions that will effectively and efficiently prevent and end their experiences of homelessness and housing instability. As part of the Fairfax County Department of Housing and Community Development (HCD), the CES Team leads systems change by establishing and maintaining effective working relationships with partner agencies and community stakeholders to realize positive outcomes for client access to housing opportunities.

The Coordinated Entry Support Specialist (CESS) assists with a wide range of issues to advance the Fairfax County homeless services delivery system, including creation and refinement of Coordinated Entry policies and procedures, monitoring and evaluation of referral prioritization and outcome referral processes, evaluation of data and outcome measures, and ongoing training of housing opportunities for providers. The CESS supports the development of community-wide processes to identify strategies to further the goal of preventing and ending homelessness, including case conferencing, by-name list review, and housing referral coordination meetings. The CESS also serves as part of committees, task forces and program management teams. Attends all relevant agency meetings and training courses. The

CESS also develops, facilitates, and conducts training on the CES and its related tools, as well as other knowledge, skills and abilities that are essential for homeless service providers to establish a baseline for evaluating the outcomes of the CoC. Provides technical assistance to staff involved in the CES remotely, via phone, or email, as well as in-person at the office and at services sites, such as emergency shelters.

Specific duties include, but are not limited to:

#### Prioritization & Referrals

- Assist the Coordinated Entry Systems Manager with the evaluation of the CoC by monitoring the prioritization and referral process.
- Review the accuracy of referrals to various Priority Lists for permanent housing matching including priority lists for entry to: Emergency Shelter, Rapid Rehousing and Permanent Housing.
- Correspond with referring party to gather missing information and/or confirm full or partial acceptance of a referral or denial of a referral.
- Support the Coordinated Entry Systems Manager with the development of Housing Matches, including preparation, processes to support live match data collection, and outcome collection at least once per month.
- Attend meetings related to prioritization and referrals including By-Name-List, case conferencing, committees, and workgroups.

#### Training

- Develop, publish, and provide training, workflows, desk guides, presentations, and related items on Coordinated Entry processes.
- Educate referring parties about the eligibility, referral requirements, and prioritization of households in the system.
- Liaison with Certified Assessors for literally homeless referrals including maintaining a list of active assessors, providing training on the assessment, reviewing knowledge checks, and performing annual recertification.

#### Administrative

- Support the Coordinated Entry Systems Manager with administrative tasks including: coordinating meetings, distributing meeting notes, overseeing Coordinated Entry email communications, developing and updating forms related to Coordinated Entry.

#### Data Quality & Analysis

- Prepare materials, compile data, and produce reports related to the functioning of Coordinated Entry to establish a baseline for evaluating the outcomes of the CoC.
- Review By-Name-Data and inform the Coordinated Entry Systems Manager on trends, patterns, and data quality.
- Provide recommendations to the Coordinated Entry Systems Manager on performance metrics and outcome measures related to tracking access, assessment, prioritization, and referrals to ensure the Coordinated Entry System is accurate, intersectional, equitable, trauma informed, and person centered

the.

### Policy Research & Analysis

- Assist in compilation of materials for establishment of updated policies related to access, eligibility, prioritization, and referral of the homeless services delivery system.
- Utilize local and national research related to best practices, homelessness trends, and current events to inform policies and process within Coordinated Entry or the CoC.
- Evaluate Coordinated Entry policies and procedures to ensure the system is accurate, intersectional, equitable, trauma informed, and person centered.

Read about Fairfax County Department of Housing and Community Development, click here. Review the Fairfax County Redevelopment and Housing Authority Fiscal Year 2024 annual report [here](#).

We are committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click here to learn more about the [One Fairfax](#) policy.

Fairfax County Government offers a thriving career and workplace culture. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government.

**Note:** The assigned functional areas of the position are **homeless programs management, trauma-informed care, policy analysis, data analysis, data systems management, training development and implementation, analysis of programs and services, outcomes measurement.**

### Employment Standards

#### MINIMUM QUALIFICATIONS:

[Any combination of education and experience and training equivalent to the following:](#) (Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

*Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with a bachelor's degree in the field related to the assigned functional area.

**BRIDGE CLASS EMPLOYMENT STANDARDS:** Four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level. This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin

Assistant IV, or higher, level. The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

The appointee to the position must satisfactorily complete a criminal background check.

**PREFERRED QUALIFICATIONS:**

- Experience working in a homeless services continuum of care, such as, homeless services program sites, HMIS data management, Continuum of Care operations, or Coordinated Entry Systems.
- Bachelor's Degree in human services related field (social work, sociology, psychology, etc.)
- Clinical experience or knowledge related to the impact of mental health, health, and acuity in homeless services or Coordinated Entry.
- Knowledge of factors that contribute to housing instability.
- Knowledge of the principles, process, and components of Coordinated Entry.
- Knowledge of best practices utilized in homeless services.
- Knowledge of trauma informed care, intersectionality, and equity.
- Experience analyzing data or research to evaluate policy, programs, systems, and services.
- Experience preparing and presenting data or information to stakeholders, contracted partners, or the public.
- Understanding importance of data quality and finding ways to enhance data quality through reporting, education, etc.
- Experience using word processing and presentation software to prepare documents, using spreadsheet.
- Proficiency with Homeless Management Information System (HMIS).
- Proficiency working with datasets in Microsoft Excel.
- Experience developing and implementing training materials including guides, workflows, policies, and presentations.
- Experience with drafting, developing, and updating system policy and procedures.
- Ability to use one's lived personal experience of housing instability to help assess system barriers.

- Experience building rapport and maintaining effective relationships and boundaries with individuals receiving services, contracted providers, and other partners across the Continuum of Care.
- Ability to communicate effectively in verbal, written and graphic forms.
- Ability to work independently and exercise initiative.
- Proficient use of office communication tools such as email, video conferencing, teleconferencing, and similar tools

#### **PHYSICAL REQUIREMENTS:**

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight.

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

#### **SELECTION PROCEDURE:**

Panel interview may include exercise.

Fairfax County is home to a highly diverse population, with a significant number of residents speaking languages other than English at home (including [Spanish](#), [Asian/Pacific Islander](#), [Indo-European](#), and [many others](#).) We encourage candidates who are bilingual in English and another language to apply for this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities

Act. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.