



Homeless Services Network of Central Florida (HSN) Position Description

Position:	Grant Services Administrator – Veterans Specialization
Department:	Grant Services
Supervised By:	Grant Services Manager
Supervises:	<i>none</i>
FLSA Status:	Exempt/Regular/Full-time
Effective Date:	May 15, 2020
Salary Range:	\$44,880 - \$48,960

Position Summary

Homeless Services Network (HSN) of Central Florida is committed to the vision of “Everyone making their way home.” HSN’s mission is leading the Central Florida’s community-wide effort to end homelessness through collaboration, strategy, capacity building and effective stewardship of knowledge and resources. HSN will accomplish this mission by Delivering excellence in system improvement; ensuring effective resource management; giving trustworthy expertise; while always honoring people. The Grant Services Administrator – Veterans Specialization is responsible for managing all Veterans Administration homeless funding including applications, budgeting, contracts, monitoring and reporting. The position will also manage grants associated with HSN general operations.

Skills and Abilities

Ability to work with minimal supervision and exercise good judgement; strong verbal and written communication skills to include report creation; data management and analyses skills; ability to handle multiple tasks and manage competing demands; critical thinking, conflict resolution, project management, problem solving and interpersonal skills; good standard office computer skills, including excel.

Education and Experience

- A Bachelor’s degree in Public Administration, Accounting, Finance, Business Administration Social Work or related field; or equivalent background with five (5) years of experience working with contracts between nonprofits and public agencies.
- A minimum of two (2) years in grant management
- Experience with Veterans Agency contracts a plus

Qualifications and Requirements

- Strong relationship builder and communicator with a customer service focus.
- Ability to learn, understand and adhere to funding guidelines, policies and procedures.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

- Proficient in MS Office (Word, PowerPoint and Excel) and computer usage to include email, internet, spreadsheets and databases.
- Familiarity with HMIS and Salesforce a plus.

Certificate, Licenses, Registrations

- Hold a valid driver license in accordance with HSN's Motor Vehicle Policy
- Ability to use one's personal vehicle for daily duties with reimbursement.

Physical Demands

While performing the duties of this job, the employee is regularly required to communicate in person or by telephone. The employee is frequently required to stand, walk and bend; to use his or her hands to finger, handle or feel objects, tools or controls; and to reach with his or her hands and arms. The employee must also be able to sit for extended periods of time. The employee must occasionally lift and/or move object weighing up to 40 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Conditions of Employment

- Provision of satisfactory references and completion of background investigation check
- Completion of a pre-employment drug screening as well as post-employment drug or alcohol tests upon reasonable suspicion of use
- Demonstrated computer literacy and writing skills, which may be assessed through pre-employment testing.
- Completion of HSN new employee orientation and ALL required paperwork prior to reporting to work
- Compliance with all HSN Policies and Procedures.

To Apply

Interested applicants should submit cover letter, resume and a writing sample to HSNTeam@hsncfl.org with "Grant Services Administrator – Veterans" in the subject line. Resumes will be accepted until position is filled. Interviews begin the week of June 1, 2020 and continue until filled.

This job announcement is not intended to provide, and should not be construed as providing, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair and informed decisions about the job. Veterans and formerly homeless individuals are encouraged to apply.

Homeless Services Network of Central Florida [HSN] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HSN complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves

of absence, compensation and training.
