



**Position Announcement:
Director of Statewide Coordinated Entry**

Posted: [Monday, July 13th, 2026](#)
Closes: [5 pm \(MDT\) on Friday, July 31st, 2026](#)

The Montana Continuum of Care Coalition is seeking a full-time (32 hours/week) Director of Statewide Coordinated Entry. This position serves as the strategic leader responsible for the planning, implementation, oversight, and continuous improvement of the Montana Statewide Continuum of Care's (MT-CoC) Coordinated Entry System (CES). This position provides statewide leadership, policy direction, and system oversight to ensure equitable, efficient, and HUD-compliant access to housing resources for individuals and families experiencing homelessness across Montana.

The Director works closely with the MT-CoC Governing Board, Coordinated Entry Leads Committee, HMIS Lead Agency, housing and service providers, Tribal Nations, state and local government partners, victim service providers, healthcare systems, and other stakeholders to ensure a unified and effective statewide Coordinated Entry System. This position oversees statewide coordinated entry operations, coordinates with local Coordinated Entry staff, monitors system performance, leads policy development, facilitates cross-system partnerships, and ensures adherence to HUD Coordinated Entry requirements and best practices. The Director serves as the principal subject matter expert on coordinated entry and housing referral systems for the MT-CoC.

Compensation is \$49,500 to \$52,800 DOE. Benefits include 100% employer-paid health insurance, paid holidays, generous paid time off, a 3% employer match to a SIMPLE IRA, remote work, and a flexible schedule. *This position is remote and does not require you to reside within Montana, but travel within Montana will be required at minimum twice per year; once for the MT-CoC's Annual Meeting, and at minimum one additional visit for in-person meetings with CES staff in communities across Montana. Travel costs are covered by the employer.*

[This position is currently funded for two years. Changes to the HUD CoC Program or funding status could directly affect the status of this position.](#)

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About the Montana Statewide Continuum of Care

The purpose of the Montana Statewide CoC is working to end homelessness in Montana through effective leadership and collaboration with local stakeholders in the provision of services to assist people experiencing homelessness in becoming permanently housed by identifying gaps in services, providing training and technical support, data tracking assistance, and identifying and facilitating funding resources.

Essential Duties and Responsibilities

1. Strategic Leadership and System Oversight

- Provide strategic leadership for the Montana Statewide CoC Coordinated Entry System.
- Partner with the CES Local Leads Committee, CoC Governing Board, and CoC leadership to establish statewide coordinated entry goals, strategic priorities, and performance measures.
- Develop and implement a statewide vision for coordinated entry that promotes equitable access to housing resources across urban, rural, frontier, and Tribal communities.
- Ensure compliance with HUD Coordinated Entry regulations, CoC Program requirements, Written Standards, and applicable federal, state, and local requirements.
- Lead ongoing evaluation and enhancement of coordinated entry policies, procedures, assessment tools, prioritization processes, and referral practices.
- Identify system gaps and barriers affecting access to housing and services and develop corrective action plans.
- Promote access to, and effective utilization of, mainstream programs and programs funded with State or local resources; and optimize self-sufficiency among homeless individuals and families throughout the coordinated entry system.
- Ensure coordinated entry processes are accessible to all populations, including survivors of domestic violence, youth, veterans, families, Tribal members, and people with disabilities.

2. Program Administration and Governance

- Serve as the primary liaison between the CE Local Leads Committee, CoC Governing Board, CoC Lead Agency, HMIS Lead Agency, and CE providers statewide.
- Maintain and oversee CE Written Standards and related policies and procedures.

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- Coordinate updates to coordinated entry policies based on HUD guidance, local needs, and emerging best practices.
- Support MT-CoC governance processes related to coordinated entry planning, monitoring, and reporting.
- Prepare reports, presentations, and recommendations for the MT-CoC Governing Board and committees.
- Oversee implementation of coordinated entry-related grants, contracts, and funding opportunities.
- Participate in annual MT-CoC planning activities, including NOFO preparation, system performance review, and strategic initiatives.

3. Staff Leadership and Supervision

- Supervise and support Statewide Coordinated Entry Managers, Specialists, Navigators, or other coordinated entry personnel as these positions are hired.
- Establish performance expectations and provide coaching, mentoring, and professional development opportunities.
- Conduct regular staff meetings and performance evaluations.
- Ensure staffing structures effectively support statewide coordinated entry operations.
- Develop workforce training plans and succession planning strategies.
- Foster a collaborative and inclusive team culture grounded in continuous improvement.

4. System Operations and Performance Management

- Monitor statewide coordinated entry operations and ensure consistency statewide.
- Oversee development and management of the statewide By-Name List and case conferencing processes.
- Establish and monitor system performance indicators, including:
 - Access and engagement
 - Referral outcomes
 - Housing placements
 - Length of time from assessment to housing
 - Data quality and completeness
 - Equity outcomes and disparities
- Analyze performance data and recommend operational improvements.

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- Develop and implement system quality assurance and monitoring protocols.
- Coordinate corrective action plans for agencies with identified compliance or performance concerns.
- Ensure fair and transparent referral and prioritization processes throughout the system.

5. HMIS, Data Management, and Reporting

- Collaborate with the HMIS Lead Agency to support coordinated entry data collection, reporting, and system improvements.
- Ensure coordinated entry data quality standards are established and monitored.
- Review and analyze HMIS reports, dashboards, and performance metrics.
- Utilize data to identify trends, service gaps, and opportunities for system improvement.
- Produce quarterly and annual coordinated entry performance reports.
- Support federal and state reporting requirements related to coordinated entry and homeless response systems.
- Oversee implementation of data-informed continuous quality improvement initiatives.

6. Community Partnerships and Stakeholder Engagement

- Build and maintain strong relationships with housing providers, shelters, victim service agencies, healthcare organizations, behavioral health providers, Tribal Nations, veteran service organizations, local governments, and other stakeholders.
- Encourage participation and engagement in coordinated entry among providers across Montana.
- Facilitate statewide collaboration to address barriers to housing access and placement.
- Represent the Montana Statewide CoC in statewide and regional meetings, coalitions, and stakeholder groups.
- Develop partnerships that expand housing opportunities and improve system responsiveness.
- Promote shared accountability among coordinated entry partners.

7. Training and Technical Assistance

- Lead statewide coordinated entry training initiatives.
- Develop training curricula, toolkits, and guidance documents.

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- Provide technical assistance to participating agencies regarding:
 - Coordinated Entry requirements
 - Housing referral processes
 - HUD regulations
 - HMIS documentation
 - Support onboarding of new coordinated entry partner agencies.
- Facilitate learning communities and peer-to-peer knowledge sharing opportunities.
- Promote best practices and innovation throughout the homelessness response system.

8. Accessibility and Continuous Quality Improvement

- Advance access to coordinated entry, housing, supportive services, and treatment resources for all populations.
- Monitor system outcomes to identify and implement systems improvement measures.
- Ensure meaningful engagement with persons with lived experience of homelessness.
- Lead continuous quality improvement efforts through regular system review and stakeholder feedback.
- Respond to complaints, grievances, and appeals related to coordinated entry processes.

Required Qualifications

- Bachelor's degree in Social Work, Public Administration, Human Services, Public Policy, Community Development, or related field.
- Minimum of five years of progressively responsible experience in homelessness services, housing programs, coordinated entry, or systems administration.
- Minimum of three years of supervisory or program leadership experience.
- Demonstrated knowledge of HUD Continuum of Care Program requirements, Coordinated Entry regulations and best practices, Homeless response systems, and HMIS operations and reporting
- Experience managing complex multi-agency initiatives.
- Strong project management, facilitation, and organizational skills.
- Excellent written and verbal communication skills.
- Ability to analyze and interpret data for decision-making and program improvement.

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Preferred Qualifications

- Experience with Wellsky Community Services (formally ServicePoint) platform.
- Experience working within a Continuum of Care governance structure.
- Experience in statewide or multi-region systems leadership.
- Knowledge of rural and frontier service delivery systems.
- Experience working with Tribal governments and Tribal housing programs.
- 2 or more years' experience working remotely

Physical and Environmental Requirements

- Ability to travel throughout Montana multiple times a year.
- Ability to attend meetings in-person and virtually.
- Ability to work at a computer for extended periods.
- Required occasional evening or overnight travel.
- Travel reimbursement provided
- A valid driver's license, insurance, and reliable transportation

How to Apply

Email 1) a cover letter explaining why you are well qualified for this position, 2) a resume, and 3) three references in a single PDF document to david@mtcoc.org by 5:00pm MDT on Friday, July 31st, 2026. Cover letters and resumes received after this deadline will not be considered.

The Montana Continuum of Care Coalition is an equal opportunity employer.