

CAS Analyst

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

The Coordinated Access System (CAS) Analyst facilitates the coordination and management of resources and services through the crisis response system. CAS allows users to connect people efficiently and effectively to interventions that aim to rapidly resolve their housing crisis. This position will support the CAS Operations Manager in developing and evaluating CAS programs and policies.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Develops and designs CAS programs and policy elements.
- Creates various tracking tools and documents to support the CAS team and subcontractors.
- Supports in the development of CAS contracts and RFP's.
- Develops evaluation metrics for CAS programs.
- Provides ongoing program monitoring and support, as needed.
- Participates in Continuum of Care (CoC) meetings.
- Supports in the ongoing expansion and development of the CAS system.

Other Responsibilities:

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:

- Familiar understanding of HMIS, the CoC, and the CES.
- Knowledge of other systems (DHA, BHS, SHRA, etc. a plus).
- Strong written and oral communication skills.
- Demonstrated commitment to honesty, integrity, and transparency.
- A deep passion for working with people experiencing homelessness.
- Reliable internet and a fast connection speed. Most work is done from online.
- Experience with the following software: Google Suites, Microsoft Office and Asana.

Education and/or Experience:

Preferred Master's degree (M.A.) or equivalent in public administration, public policy, social work, or another relevant field. Minimum 2 years of experience.

Compensation and Benefits:

Compensation range DOE.

Full-time, non-exempt, position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

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To Apply:

If you qualify, please submit your application, cover letter, resume, and a writing sample to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#).

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.