



JOB DESCRIPTION

POSITION TITLE: DATA ADMINISTRATOR - HMIS (Homeless Management Information System)

REPORTS TO: EXECUTIVE DIRECTOR

LOCATION: CITRUS COUNTY

POSITION SUMMARY:

The Data Administrator for the Homeless Management Information System (HMIS) supports the Executive Director of Mid Florida Homeless Coalition (MFHC) by managing the database to ensure that it delivers meaningful data for analysis. The Data Administrator will ensure, through system monitoring and end-user training, that the HMIS is capable of 1) delivering accurate data and 2) generating meaningful reports to government and non-government funders, as well as to program and MFHC leadership.

The Data Administrator is directly responsible for producing data reports to assist in meeting reporting requirements and for creating, maintaining, and updating standard reports that MFHC leadership can use to monitor program performance.

In addition to running consistent ongoing HMIS training, the Administrator also facilitates ongoing support and facilitation of a super-user group and provides help desk support to end-users.

ESSENTIAL FUNCTIONS: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

Data Collection Oversight and Reporting

- Provide oversight of data quality of the HMIS.
- Successfully develop and implement database queries and reports for the purposes of MFHC's administration.
- Optimize the HMIS to produce data for federal and state reports.
- Create, implement, monitor, and adapt a training plan for HMIS users to improve data entry, reporting, and other end-user goals identified.
- Provide initial HMIS training for staff new to Mid Florida Homeless Coalition and on-going training according to the plan to be developed as part of the duties of this role.
- Provide MFHC leadership with HMIS news, strategies and best practices to ensure compliance with HUD and other funders' data requirements.
- With MFHC leadership, create, troubleshoot, and revise as needed processes and procedures to ensure timely, and accurate data entry.
- Ensure data integrity via regular audits for duplicate or other erroneous entries, and provide feedback and re-training to MFHC programs.
- Maintain regular contact with HMIS database users, particularly programs that are required to produce HUD APR's and other state-funded grant reports.

- Input data into Clarity Human Services Network or other applications if needed.
- Submit regular and ad hoc reports to MFHC programs and MFHC stakeholders (including external regulators, grantors, and donors) and respond to special information requests promptly and as needed.
- Perform other tasks deemed necessary for maintaining the quality of the Homeless Management Information System.
- Design and train super users and end-users in data security and confidentiality requirements further ensuring appropriate use and disclosure of HMIS data.
- Other duties as assigned.

Compliance:

- Ensure that both self and staff are properly trained and implement HMIS data collection procedures.
- Ensure accuracy and completeness of the data collected and entered.
- Inform users with updates/changes in the HMIS data collection process, regulations and compliances in a timely way.
- Act as Security Officer for HMIS, as well as the Projects for Assistance in Transition from Homelessness (PATH) program.

Administrative

- Serve as the first point of contact for staff with data related requests or needs.
- Promote a professional, welcoming, trauma-informed office environment.
- Protect confidential information and adheres to MFHC's policies and procedures.
- Participate in team meetings and other meetings as assigned and record minutes as appropriate.
- Accept responsibility as a team player by being sensitive to the effects of job performance, office behavior, and participation in staff meetings and its effects on the ability of the team to meet its goals.
- Accept supervision and guidance and actively participate in efforts to improve quality of performance.
- Work cooperatively with representatives of all MFHC projects.
- Create an environment of customer service where staff have access to ask questions, receive guidance, or address issues with data.
- Represent the HMIS department in a professional manner in all contacts with representatives of other agencies.
- Meet with the supervisor and participate in a bi-weekly team review of projects.
- Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE

- Degree from an accredited college or university with major coursework in computer science or closely related field, or work experience in databases, and/or combination of education and experience required.
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills and ability to communicate effectively with all levels of organization
- Demonstrates leadership skills
- Ability to work independently to implement compliance structure consistent with government standards
- Significant applied knowledge of spreadsheet applications - Microsoft Excel and/or Google Docs
- Proven ability in training/coaching users at all levels of experience to enter meaningful and accurate data into HMIS
- Proven ability to present and escalate issues in a team setting, and proven ability to organize and follow through on team projects

- Ability to learn and become proficient in specific computer software.
- Proficient in the use of Microsoft Suite and/or Google suite
- Valid motor vehicle driver's license
- Proficient in the use of a computer
- Ability to perform tasks with limited supervision

WORKING CONDITIONS:

- Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- Ability to lift and carry computer equipment.

STATEMENT OF PURPOSE:

The purpose of a job description is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train and evaluate employees.

Employee's Signature

Date

Date