

# Data Specialist

## Job Description:

The Data Specialist must have a working knowledge of the dynamics of homelessness and in-depth knowledge of HMIS software. The incumbent works with the Housing Director to manage the data review process for E/BFSC. They assist in the implementation of reporting systems to ensure that minimum standards for case management and community engagement are obtained; ensures data integrity as maintenance and modification projects to existing applications are undertaken; assists to develop and implement quality assurance policies and procedures; provides technical assistance to staff regarding E/BFSC data systems; conducts regular case audits and provides feedback to management regarding staff performance and quality improvement. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements and best practice standards.

Their duties are as follows:

- Data Management (20%)
  - Assist in implementation of a data management and reporting system to ensure that minimum standards for case management and community engagement are obtained
  - Ensures data integrity is maintained and established workflows are followed within staff ranks
- Documentation and Reporting (20%)
  - Assist with preparation and distribution of weekly, monthly, quarterly and annual reports to ensure practice, contract and grant compliance
  - Oversee and manage client satisfaction in regards to services
  - Utilize data systems to assist with and provide input for the development of proposals for program funding/demonstration projects

- Record Review and Audits (25%)
  - Assist with creation and maintenance of regular file auditing procedures;
  - Conduct regular scheduled audits (hard files and database entry) to ensure that client records meet local and federal compliances and program standards
  - Provide assistance for staff and management file audits
- Staff Support (20%)
  - Helps to identify and define user support needs
  - Provides ongoing in-service training to staff and technical assistance for data system users
- Community Engagement (5%)
  - Assist in the dissemination of program and organizational materials which highlight the services and programs of E/BFSC
  - Attend community meetings and events to keep abreast of programs, projects and resources
  - Serve as a representative on behalf of E/BFSC at community-based events and meetings
  - Share resource information for the maintenance of a community resource database.
- Training and Professional Development (10%)
  - Identify and attend trainings and professional development activities to increase knowledge and skills relevant to this position, including those provided by CFSA, HFTC, E/BFSC and other entities
  - Apply and disseminate acquired knowledge and skill sets among colleagues and families
  - Attend supervision on a regular basis
  - Participate in annual performance evaluation and goal-setting for professional development.
- Report any suspected abuse or neglect as mandated by law.
- Perform other tasks as necessary and/or assigned.

## **Qualifications Required**

- Bachelor's Degree in Information Technology or related field; two years of experience serving as HMIS
- Administrator or similar homeless management information system.
- Experience in non-profit or social service setting preferred
- Experience utilizing ETO software preferred

**Preference given to Washington DC residents. Additional preference given to Ward 5 or 6 residents.**

## **Skills and Competencies Required**

- Effective verbal and written communication skills
- Effective interpersonal skills
- Driving or ability to use public transportation
- Skill to process information logically
- Skill to communicate ideas and instructions clearly and concisely
- Personal computer proficiency
- Demonstrated cultural competence and responsiveness

## **Other Requirements**

- Valid driver's license, copy of driving record and proof of valid auto insurance.
- Police, FBI and Child Abuse Registry clearances.
- TB screening.
- Drug and alcohol screening.
- Availability during some evenings and weekends
- This position requires movement, stairs, and outside client contact on a very regular basis.
- This position requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.