

SPECIAL SERVICE FOR GROUPS
JOB DESCRIPTION

Title: Data Specialist	Division: HOPICS/ Homeless Systems Integration
FLSA: Non-Exempt, Full time (40hr/wk.)	Supervisor: Program Evaluation and Data Manager
Pay Range or Rate: TBD	Revised: 03.01.2021

Summary

Under the direction of the Program Evaluation and Data Manager, the Data Specialist will be responsible for securing data from various sources, transferring the information into an electronic data system for storage. The Data Specialist is also responsible for analyzing data, research trends and provide summary reports to improve program performance and deliverables. Required to design/develop spreadsheets and tools necessary to provide accurate reports for the Homeless and Housing Programs for HOPICS.

Essential Functions

- Working collaboratively with program managers, supervisors and direct service staff with data clean-up efforts.
- Data Specialist responsibilities include conducting full lifecycle analysis to include requirements, activities and design.
- Data Specialist will develop analysis and reporting capabilities.
- Monitor performance and quality control plans to identify improvements.
- Submit weekly, monthly and quarterly data and performance reports
- Assist the Data Quality trainings for direct service staff
- Assist with data entry and data integrity efforts.
- Provide technical assistance to program staff
- Work collaboratively with the Operations Analysis, Quality Assurance Coordinator and QA team
- Ensure compliance with program milestones and service activities
- Prepare reports in conjunction with program managers in accordance with funding requirements
- Trouble Shoot compliance issues i.e., documentation errors in client files, program activities, service coordination/case management, housing placement, move in assistance, community re-integration is entered into the physical and electronic file.
- Work with direct service staff to ensure data into HMIS and CHAMPS systems within 24 hours.
- Prepare project reports in accordance with funding requirements.
- S/he will assist in trainings and provide support to necessary staff, providers, and other project partners participating in project. Prepare reports in accordance with program requirements and Division policies.
- Attend all program, department, funding specific and other associated meetings and trainings as required or needed.
- Some evenings and weekends required.
- Perform any other appropriate responsibilities as assigned by the Associate Director for Families; in relations to Program Data and Quality Assurance.
- Must know, understand and be able to articulate the mission, vision, and core values of HOPICS.
- Obtain and maintain the working knowledge of all HOPICS programs and their eligibility criteria.
- Ability to understand and carry our oral and written direction.
- Maintain files/records on client services in compliance with HIPAA, 42 CFR Part 2 and other funding requirements for audit purposes.
- Maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS' Core Values.
- Represent the Agency in a professional manner at meetings and community events.
- Regular attendance required.
- Other duties as needed.

Secondary Functions

Perform other duties as assigned by the Associate Director for Families; in relations to Data and Quality Assurance or Division Director.

Minimum Qualifications - Knowledge, Skills and Abilities Required

Associates Degree in Social Services or other administrative, business or housing field is required from an accredited or state approved college or university, with a minimum two (2) years job related experience working with homeless individuals and families **OR** five years' experience working in social service field; case management and homeless program experience preferred. If in recovery, a minimum of three (3) years of being drug and alcohol free is required. Working knowledge of Microsoft Word, Excel, and other database programs. Knowledge of resource development, case management and documentation. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds. Ability to communicate effectively, both written and orally. Verification of Employment Eligibility and Background Clearance. TB test required (Not more than (3) month prior to or (7) days after Date of Hire, and renewed annually thereafter), CPR and First Aid Certification required within 30 days of employment with company and valid Driver's License and auto insurance required. Reliable transportation is required. Ability to communicate effectively, both written and orally.

Non-Essential Qualifications:

Experience using HMIS and CHAMPS

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Environmental Conditions (Working Conditions)

This position is responsible to work in "client friendly" environments and is required to visit other shelters and homeless access centers as part of their duties. Local automobile travel is required. There is some responsibility to work in noisy environments where children and adults are present.

Physical Requirements

The Data Specialist typically spends time sitting, standing, typing, thinking, writing, walking, driving, carrying (max. 25 lbs.), listening, speaking.

Mental Requirements

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer