

## SPECIAL SERVICE FOR GROUPS JOB DESCRIPTION

---

<b>Title:</b> Data Specialist II	<b>Division:</b> HOPICS/CES - Families
<b>FLSA:</b> Non-Exempt, Full time (40hr/wk.)	<b>Supervisor:</b> Associate Director, Families
<b>Pay Range or Rate:</b> TBD	<b>Revised:</b> 2/14/20

---

### Summary

Under the direction of the Associate Director, Families the Lead Data Specialist II will be responsible for a leadership role within the FSC data team. H/she will ensure that data is secured from various sources, and transferring the information into an electronic data system for storage. The Lead Data Specialist II 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 to ensure data integrity.
- Data Specialist responsibilities include conducting a full lifecycle analysis to include requirements, activities, and design.
- Data Specialist II will develop analysis and reporting capabilities.
- Monitor performance and quality control plan to identify improvements.
- Submit weekly, monthly and quarterly data and performance reports
- Assist the Data Quality training for direct service staff
- Assist with data entry and data integrity efforts.
- Provide technical assistance to program staff and Intake/data Specialist.
- 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.
- Lead Data Specialist II works in a leadership role in support of the FSC Data Tea and with direct service staff to ensure data integrity into HMIS and CHAMPS systems within 24 hours.
- Prepare project reports in accordance with funding requirements.
- S/he will assist in training and provide support to necessary staff, providers, and other project partners participating in the project. Prepare reports in accordance with program requirements and Division policies.
- Attend all program, department, funding specific and other associated meetings and training 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 out 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

Bachelors 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 the 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 II 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*