THN — TEXAS HOMELESS NETWORK

JOB TITLE: HMIS Data Specialist

DESCRIPTION:

THN seeks to fill the full-time position of HMIS (Homeless Management Information System) Data Specialist. We seek a team player with positive attitude to fit our data team as an HMIS Data Specialist. This job opportunity is open to creative and open minded individuals who like to help people as much as they like data. The ideal candidate is analytical, tech-savvy, and ready to learn new concepts as part of a growing data team. The candidate will successfully develop and implement database queries and customized reports for delivering accurate data and generating meaningful reports. This position is grant-funded, and employment is contingent on the continued receipt of grant funds.

ABOUT THN
Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency, Collaborative Applicant, and HMIS lead agency for the TX BoS CoC (Continuum of Care), which covers 215 counties in the state.

QUALIFICATIONS:

- Must have two (2) year degree or four (4) year degree in Information Technology, Computer Science, or related field. Demonstrated competency or previous related experience will be considered in lieu of degree requirement.
- Minimum of 2 years of related experience in quantitative data analysis and/or research, particularly working with complex data and relational database structures.
- Report building skills and at ease working and navigating inside of a database.
- Proficient in Microsoft Office products required, particularly with a demonstrable understanding of statistics paired with knowledge of analytical tools in Excel (formulas, statistical functions, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and generate reports/queries to monitor data quality.
- Clean and assist to maintain the integrity of the data.
- Provide support & technical assistance for our state-wide user-base.

- Participate in webinars, demo and other presentations, as required.
- Research, interpret and prepare datasets, as requested.
- Assist on report preparation for local, state and national submissions like Annual Progress Reports (APR), Consolidated Annual Performance and Evaluation Report (CAPER), Longitudinal System Analysis (LSA), System Performance Measures (SysPM), and other custom reports.

Essential Traits:
- Team player able to operate independently when required.
- Flexibility to manage an assortment of tasks and readiness for ever-changing priorities.
- Self-motivated, able to prioritize, bring ideas to the table, and meet deadlines.
- Attention to detail and sense of humor.
- Methodological expertise in data quality assurance and control; and ingenuity to reach outcomes using alternative paths when necessary.
- A strong work ethic, integrity, and the highest ethical standards are expected.
- Creative problem solving skills and patience are required.
- Be dedicated to assisting communities to end homelessness.
- Be generally awesome and make our team stronger.

Preferred Skills:
- Experience with HMIS (Homeless Management Information System).
- Experience with the nonprofit sector, especially homeless services.
- Familiarity and experience with Structured Query Language (SQL) and physical database design.

Working Conditions:
- Must be available to travel up to 15 % of the time.

PAY AND BENEFITS:
- Benefits provided include health insurance, dental insurance, and a retirement plan.
- Hourly pay range $17.25-$20.75 (approximately $36-$43k annually)
- Flexible work schedule and opportunity to distance work in accordance with THN policy and at Director's discretion.
- Start date may be as early as 6/1/18 or as late as 7/16/18.

HOW TO APPLY: Email a cover letter and a resume to Deanne@thn.org.