



## **JOB TITLE: Coordinated Entry Data Specialist**

### **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 and Homeless Management Information System (HMIS) lead agency for the Texas Balance of State Continuum of Care (TX BoS CoC), which covers 215 counties in the state. We are a dynamic non-profit organization committed to designing and implementing community-wide policies and programs grounded in collaborative partnerships, data-driven decision-making, as well as innovation, bold thinking, and creativity.

THN's Data Team provides service organizations, non-profits, and government agencies with support and technical assistance through data collection, reporting, and analysis. THN's HMIS is ClientTrack, and THN currently supports 328 end users from over 96 agencies in the TX BoS CoC. THN's Systems Change Team provides support in the implementation of Coordinated Entry to over 475+ agencies across 18 regions encompassing 232,674 square miles of Texas.

### **DESCRIPTION:**

The ideal candidate is analytical, tech-savvy, understands database management, and is ready to learn new concepts as part of both a dynamic data team and systems change team. This position requires strong professional, interpersonal, presentation, and motivational skills. The candidate must have the ability to communicate effectively to a variety of audiences, coupled with a patient, ego-less approach to support and troubleshooting. The ideal candidate must be both a leader with exceptional communication skills and a team player. The ideal candidate must also have a well-disciplined, organized approach to time and project management, and exhibit qualities that illustrate a dedication to meeting the data needs of organizations working to prevent and end homelessness.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Operations of HMIS

- Lead evaluation and data analytics projects, providing technical oversight and quality assurance.
- Oversee the technical design and implementation of the Coordinated Entry workflow within HMIS.
- Work closely with the Systems Change Team to provide seamless support to the established Coordinated Entry regions.

- Provide guidance and training on data directly to Coordinated Entry Planning Entities to support understanding and strategic decision-making.
- Lead and project manage the assessment of ongoing gaps and barriers related to data collection and analysis for all Coordinated Entry Regions.
- Develop appropriate strategies related to helping communities pull quality data monthly.
- Monitor outcomes and support improvements for local Coordinated Entry Regions.
- Implement and support community designed workflows within our HMIS system.
- Support the Data Committee, Coordinated Entry Steering Committee, and others as needed.
- Organize webinars with other members of the Data and Systems Change Team.
- Provide support and technical assistance to HMIS end-users.
- Performed other duties as assigned.

#### HMIS Reporting and Analysis

- Conduct and oversee performance evaluation and quality control activities.
- Create and manage complex spreadsheets and reports.
- Develop data visualizations and dashboards.
- Perform data analysis tasks and present findings to a diverse audience.
- Research, interpret, and prepare datasets, as requested.
- Develop and generate reports/queries to monitor Coordinated Entry data quality and performance.

#### **QUALIFICATIONS:**

- Passion for social justice issues and desire to work toward the goal of ending homelessness.
- Basic understanding of Coordinated Entry.
- Experience using Eccovia Solution's ClientTrack is preferred, experience with another HMIS software will be considered.
- Familiarity with Structured Query Language (SQL) and experience using both SQL physical database design is preferred but not required.
- Analytical and database management ability sufficient to evaluate data needs and implement and maintain systems within HMIS
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) required, with an understanding of statistics paired with knowledge of analytical tools in Excel (formulas, statistical functions, etc.) is preferred.
- Knowledge of the HMIS Interim Rule, Data Standards, and Data Dictionary.
- HUD-related reporting experience is preferred.
- Proven ability to manage multiple projects simultaneously.
- Strong ability to collaborate with others to plan, implement, and finish high-quality projects
- Excellent communication skills, both oral and written, and with all levels of management, staff, and external clients, especially those who are not well versed in computer technology.
- Knowledge and experience using various software programs, supporting the use of these software packages, system networking, and communications.

- Knowledge of best practices in data analysis and quality control.
- Demonstrated ability to conduct analysis of large datasets.
- Demonstrated ability to work with diverse stakeholders.
- No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role.

**WORKING CONDITIONS:**

- Must be available to travel up to 15 percent of the time.

**PAY AND BENEFITS:**

- \$19.50/hour
- Benefits provided include health insurance, dental insurance, parental leave, and a matching retirement plan.

**HOW TO APPLY:**

Email a cover letter, resume, and list of three references to [hr@thn.org](mailto:hr@thn.org). Please include "Coordinated Entry Data Specialist" in the subject line. The application deadline is Friday, July 12, 2019. First interviews will occur Monday, July 15<sup>th</sup> or Tuesday, July 16<sup>th</sup>.

Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness.

THN is an equal opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.