JOB TITLE: Emergency Solutions Grant Data Specialist

DEPARTMENT: Texas Balance of State Continuum of Care

TEAM: Data

REPORTS TO: Kristin Zakoor, Assistant Director of Data

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.

DESCRIPTION:

The ideal candidate is analytical, tech-savvy, understands database management, and is ready to learn new concepts as part of a dynamic Data 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.

The position is funded until January 31st, 2020. The possibility of extension is dependent on continuing to receive funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations of HMIS

- Provide technical assistant and guidance to Emergency Solutions Grant (ESG) sub-recipients for all data and reporting matters to support understanding and strategic decision-making.
- Develop appropriate strategies to ensure communities understand and fulfill data collection requirements for their funding.
- Facilitate communities' comprehension of the required Monthly Performance Report (MPR) and provide technical assistance as necessary.
- Evaluate performance metrics and adherence to data quality, providing technical oversight, and quality assurance.
- Project manage, in conjunction with the ESG and Supportive Services for Veteran Families (SSVF) Coordinator and ESG Specialist, the assessment of ongoing gaps and barriers related to data collection/reporting, and analysis for all ESG sub-recipients.
- Oversee the ESG technical updates set by The Department of Housing and Community Affairs (TDHCA) and assist with the design and implementation in HMIS.
- Work closely with the THN Data Team as well as TDHCA to provide seamless support to the ESG sub-recipients.
- Develop and conduct ESG training videos and materials such as instructional guides, training aids, and live or recorded sessions.
- Create methods for assessing training effectiveness as well as formulate plans for process improvement and implementation.
- Monitor outcomes and support improvements for the ESG sub-recipients.
- Support the Data Committee, THN Planning team, and others as needed.
- Organize webinars with other members of the Data and Planning Team.
- Provide support and technical assistance to HMIS end-users.
- Perform other duties as assigned.

HMIS Reporting and Analysis

- Lead, evaluate, and provide assistance with the MPR.
- 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 data quality and performance.

QUALIFICATIONS:
- 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.
- Passion for social justice issues and a 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.
- 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.

WORKING CONDITIONS:
- Must be available to travel up to 15 percent of the time.
- The position can be located anywhere in Texas with preference given to people who live and work in the Texas Balance of State Continuum of Care. The position

provides for the flexibility to work from a remote location without the standard support available at an office if such an arrangement meets the needs of THN.

PAY AND BENEFITS:
- $19.50/hour
- The position is funded until **January 31st, 2020**. The possibility of extension is dependent on continuing to receive funding.
- 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 by 12:00:00 PM on Friday, June 12, 2020. Please include "Emergency Solutions Grant Data Specialist" in the subject line. The application deadline is Friday, June 12, 2020. First interviews will occur Monday, June 15th or Tuesday, June 16th.

We are committed to employment equity and encourage applications from all qualified candidates. 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.