

JOB TITLE: Database Coordinator

DEPARTMENT: TX BoS CoC

TEAM: Data

REPORTING TO: 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 to organizations, non-profits, and government agencies with support and technical assistance through data collection, reporting, and analysis. THN's utilizes ClientTrack as its HMIS and currently supports 346 end users from over 147 agencies in the TX BoS CoC.

DESCRIPTION:

THN seeks to fill the full-time position of Database Coordinator. This position supports agencies contributing to the Homeless Management Information System and participating in the Point In Time Count and Housing Inventory Count in communities in the TX BoS CoC. This position requires strong analytical, technical, communication, planning and project management skills. The candidate must have a strong ability to research, conduct data quality analysis, and provide technical assistance to database users. The ideal candidate will be tech-savvy, understands database management, has a well-disciplined and organized approach to time management, and an ability to work well with THN team members and database users. This position reports to the Assistant Director of Data. This position is grant funded, and continued employment is contingent on future receipt of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and generate reports/queries to monitor data quality and performance
- Lead and perform system-wide monthly data quality checks
- Oversee database clean-up and maintenance to ensure the integrity of the system
- Develop appropriate strategies to ensure communities understand and fulfill data collection requirements for their funding
- Provide support and technical assistance to HMIS end-users.

- Support the Data Committee, THN Planning team, and others as needed
- Organize webinars with other members of the Data and Planning Teams
- Research, interpret and prepare datasets, as requested
- Maintain Housing Inventory Count (HIC) data in HMIS throughout the year
- Update HIC program list quarterly with new organizations and conduct outreach to new programs as needed
- Run Point-in-time (PIT) count and HIC data quality checks in HMIS and conduct outreach to shelters as needed
- Create instructional materials for pulling HIC and PIT data from HMIS
- Conduct gaps analysis using HIC, PIT, and HMIS data
- Perform other duties as assigned

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
- 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 must be located in Texas with preference given to people who live in one of the 215 counties of the Texas Balance of State Continuum of Care. [The counties in orange at this link are within the Texas Balance of State Continuum of Care.](#)

PAY AND BENEFITS:

- \$45,000
- 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 11:59:59 PM on Friday, April 9, 2020. Please include "Database Coordinator" in the subject line. Phone interviews will happen with candidates selected to move forward the week of April 12th.

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.