

# POSITION DESCRIPTION

## Data Coordinator



**Department:** H2H (50%), VPH (25%), MRC (25%)

**Positions Supervised:** None

**FLSA Status:** Non-Exempt

**Reports to:** Director of Strategic Planning

**Date Approved:** November 12, 2021

**Date Revised:** November 9, 2021

### GENERAL PURPOSE OF POSITION

The Data Coordinator position provides support for agency housing programs through the entry, collection, analysis and reporting of program related data for the Hotels to Housing, Vulnerable Population Hotel, and Medical Respite Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned.

- Develop tools and processes to ensure accurate and timely reporting to meet contract requirements for housing programs.
- Review and understand data entry and reporting through the HMIS data system. Support program staff with data entry questions and work with program staff to develop procedures around data entry as needed. Act as primary POC for liaising between ICA and program team on HMIS-data related questions.
- Consolidate and standardize data entry mechanisms across programs to streamline processes and improve accuracy and efficiency
- Provide data/reports and associated analysis to Program Directors/Leadership staff
- Identify and recommend critical data points to program staff and develop appropriate tools to collect data.
- Respond to County/City data requests as necessary, under the direction of Program Directors and other Leadership.
- Review data collection and maintenance processes across programs and make recommendations as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

- Bachelor's Degree, or 4+ years related experience and/or training; or equivalent combination of education and experience.
- 2+ years of Social Services and or Social Work experience preferred.
- Knowledge of and experience with qualitative and quantitative data collection and analysis.
- Experience with HMIS preferred.
- Proven proficiency with Microsoft Suite of products, particularly excel.
- Valid driver's license.

### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to perform basic data collation and analysis.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

- Ability to stand 1/3 to 2/3 of the time.
- Ability to walk less than 1/3 of the time.
- Ability to sit 1/3 to 2/3 of the time.
- Ability to use hands greater than 2/3 of the time.
- Ability to reach with hands and arms less than 1/3 of the time.
- Ability to climb or balance less than 1/3 of the time.
- Ability to stoop, kneel, crouch or crawl less than 1/3 of the time.
- Ability to talk and hear greater than 2/3 of the time.
- Ability to push or pull up to 25 pounds less than 1/3 of the time.
- Ability to lift, up to 25 pounds less than 1/3 of the time.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is moderate.
- The normal work environment is an office environment.