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| Job Title: | **HMIS Systems Specialist** |
| Department: | **Community Services** |
| Reports to: | **Homeless Programs Manager** |
| Grade: | **PS** |
| Supervises: | **Housing Resource Specialists-HMIS** |
| FLSA Status: | **Non-Exempt.** |
| Prepared by: | **Melodie Linebaugh** |
| Date: | **February 3, 2021** |
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| **Purpose:**  The HMIS Systems Specialist will work in partnership with the Homeless Programs Manager to administer the homeless programming throughout a 10-county area with the NW CoC and a 23-county area for the Supportive Services for Veteran Families program. | |
| Essential functions:   * Communicates HMIS program changes and processes to all HP staff and provides training if needed. * Trains supervisors on generating monthly client served HMIS reports to be used in their monthly case conferencing meetings. * Implements monthly, quarterly, semi-annual, and annual scheduled HMIS reports and distributes information to staff and partner agencies. * Trains staff on how to run monthly HMIS Data Quality Reports and works with them to complete this monthly for data quality improvement on all programs. Works with supervisors to maintain 94% data quality with case managers. * Attends and communicates key information to HP staff from the monthly NWCEH CQI administrators meeting. * Provides the necessary support to provide new staff with acquiring their license and access to HMIS. * Develop and support a “Fix It” folder that provides information and solutions to problems that have been experienced by HRS. * Tracks mandatory training requirements annually and works with the NWCEH System Administrator to assure NMCAA compliance and maintenance of HMIS licenses. * Collaborates with the NWCEH System Administrator to identify and resolve errors that effect the overall continuum performance measures. * Prepares a detailed ESG quarterly CAPER report to MSHDA that combines a comprehensive report of NMCAA and sub-grantees data. Also works with the NWCEH to submit an annual CAPER report. * Troubleshoots HMIS programmatic incidents and resolves issues for SSVF, DHHS and ESG sub-grantees and staff. * Assists the Homeless Prevention managers with grant applications by providing program data and information requested by the funder. * Prepares SSVF HMIS data in compliance with the monthly repository upload for the 23-county system. * Prepares SAGE reports for Youth, ESG and NWCEH for program compliance. * Works with MCAH to develops provider pages for new programming, workflows, and changes in programming to maintain program compliance. * Provides input and attends NWCEH Coordinated Entry, CQI, Data committees and reports information to staff. * Trains staff for entering data for the Salvation Army motel program and checks ongoing data quality. * Generates reports for callpoint and intake information for the NWCEH. * Ensures maintenance of good HMIS data quality (94%) and to meet the HMIS needs of the SSVF program. * Maintain a working knowledge of NMCAA programs, keeping updated on changes. * Provides data for the monthly board report. * Demonstrates analytical and problem-solving skills. * Perform other duties as requested. | |
| **Measured by:**   * Annual performance reviews * Annual ROMA reports * Ongoing assessment | |
| **Minimum Education:**   * Bachelor’s Degree | |
| **Minimum Experience:**   * Two years of IT or Database Management Systems experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Working knowledge or basic office skills * Time management * Thoroughness * Collaboration skills * Good organizational skills * Flexibility | |
| **Minimum Physical Expectations:**   * Physical activity that always requires keyboarding, sitting, phone work and filing. * Physical activity that always requires extensive time working on a computer. * Physical activity that sometimes requires travel by car and/or air. * Physical activity that often requires lifting under 25 lbs. * Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records. * Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**   * The HMIS Systems Specialist position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. | |