

## **Position Announcement**

CESC, Inc. is looking for a Homeless Management Information Systems (HMIS) Data Coordinator. The primary responsibility of this position is to maintain our client database, ensuring smooth operation and accuracy, and generating timely reports.

### **Job Duties** (Includes, but is not limited to, the following):

- Maintain integrity of data in HMIS by creating and following policies and procedures for consistent data entry, data review, and reporting
- Update and otherwise maintain step-by-step instruction manuals for various data workflows at CESC
- Train and oversee project managers in basic and advanced data entry guidelines, basic report generation, and other responsibilities as needed
- Train and oversee CESC staff to ensure data accuracy and confidentiality, and other responsibilities
- Work as a point of contact on HMIS issues with the Big Bend Continuum of Care
- Set up new users with access to HMIS and adjust HMIS licenses as needed
- Insure timely and accurate input of all intakes, services, and shelter stays
- Prepare grant deliverables as needed
- Work closely with project managers to develop training programs for staff, and regularly assess employee data quality grades.
- Work closely with project managers to develop and implement protocols for collecting exit and follow-up data on clients leaving CESC projects
- Coordinate secure storage of all paper documents
- Provide timely and accurate creation and generation of data queries, reports and analyses as requested from management team, and as needed for effective operation of CESC systems.
- Be the in-house HMIS expert and troubleshoot database problems internally and with representatives from the Big Bend Continuum of Care as needed
- Point of contact for IT, troubleshooting problems, resolving, and contacting outside vendors when needed
- Fulfill other position related duties as required.

### **Qualifications:**

- Demonstrate strong commitment to the mission of CESC
- Understanding and support of how HMIS is used in CESC projects
- Previous database and reporting experience in a nonprofit strongly preferred
- Ability to work independently as well as in a team environment; highly sensitive to timeliness and responsiveness necessary to meet the information needs of a fast-moving, dynamic organization
- Capacity to support multiple areas while managing details
- Experience directing, managing, and training staff
- Ability to confidently and effectively delegate work to meet time-sensitive deadlines
- Understanding of and commitment to confidentiality

- Cooperative and flexible with people and systems
- Ability to remain focused and calm in dynamic, fast-paced environment
- Demonstrated professional and appropriate behavior in the work place
- Proficiency with Windows, MS Office, email, and database use

Please email Bret Oglesby at [bret.oglesby@cesctlh.org](mailto:bret.oglesby@cesctlh.org) with your resume and cover letter by May 18, 2018 if you are interested in this position.