



Title: Data and Operations Specialist

Department(s): All

Supervisor: Data and Operations Manager

Job Summary

Supports processes for effective data management developed by the Data and Operation Manager to ensure that all information to and from Share is accurate, timely and cohesively reported. Support staff in learning and properly implementing HMIS. Provide on-going training including one-on-one support if necessary.

Major Duties and Responsibilities

The following responsibilities are not all inclusive as other duties or special projects may be assigned.

Data Management:

- Support the Data and Operations Manager in helping staff properly utilize HMIS with a focus on the shelters
- Monitor staff entry for accuracy and train staff when needed, clearly communicating in a positive manner to staff and assisting them in the application of procedures.
- Learn the Council for the Homeless' process for HMIS data entry.
- Identify gaps in data and inform the Data and Operations Manager.
- Prepare monthly, quarterly and annual reports required by funders or needed by management and board of directors.
- Work with the program directors to disseminate data to their team.
- Attend meetings related to HMIS
- Support staff in other reporting requirements outside of HMIS such as CACFP, WBARS, etc.
- Other duties as assigned

Knowledge, Skills and Abilities

- Ability to meet deadlines and work within tight timelines.
- Ability to prioritize and work with competing demands.
- Clear communicator
- Strong Computer skills
- An analytical mindset

- Ability to establish and maintain effective working relationships.
- Ability to monitor work to ensure quality, accuracy, and thoroughness.
- Ability to develop systems and organize work to ensure tasks are completed correctly, accurately and on time.

Minimum Qualifications

- Database knowledge, specifically HMIS or the ability to acquire that knowledge.
- Strong computer skills
- Exhibit the ability to work as a collaborative and productive part of a team
- Exhibit the ability to teach and support a variety of learning styles

Work Environment and Physical Demands

The work is performed in an office setting.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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