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## Summary

Job Title  
HMIS Data Specialist

Department  
Administration

We seek a team player with positive attitude to fit our data team as an HMIS Data Specialist. This job opportunity is open to creative and open minded individuals who like to help people as much as they like data. The ideal candidate is analytical, tech-savvy, and ready to learn new concepts as part of a growing data team. The candidate will successfully utilize workflows and regulations in delivering accurate data and generating meaningful reports.

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## Key Responsibilities

### RESULTS

<b>Responsibilities</b>	<b>100%</b>
Ability to translate between agency information needs and database structure and functions required.	
<ul style="list-style-type: none"><li>• Ability to follow oral and written instructions accurately and perform accurate basic arithmetic calculations.</li><li>• Clean and assist to maintain the integrity of the data.</li></ul>	

<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	

<b>Respecting Human Dignity/Decision Making</b>	<b>7%</b>
Demonstrates fairness and impartiality	
Listens appropriately when customers describe their needs	
Asks appropriate questions when determining customer needs	
Meets consumers where they are recognizing their strengths and natural supports	

<b>Integrity and Honesty</b>	<b>7%</b>
Exhibits good decision making skills	
Able to admit mistakes and learn from them	
Exhibits honesty and integrity	

<b>Specific Competency</b>	<b>7%</b>
Sets and monitors goals in line with organizational objectives	
Provides customer service that meets customer needs	
Includes appropriate personnel and resources when making decisions	
Effectively establishes budgets / functions within budget constraints	

<b>Service and Confidentiality</b>	<b>7%</b>
Makes appropriate resources available and makes them accessible	
Works cooperatively and maintains good relations with others	
Able to share valuable information about the community and our program and services	
Demonstrates ability to respect and maintain customer confidentiality	
<b>Accountability</b>	<b>6%</b>
Honors commitments	
Able to admit mistakes and learn from them	
Accepts responsibility for actions	
Accepts responsibility for mistakes	
<b>Building on Strengths/Flexibility</b>	<b>6%</b>
Adapts well to change	
Adapts behavior or work methods in response to new information or obstacles	
Skilled at negotiations to find mutually acceptable solutions	
Recognizes and utilizes the strengths of co-workers and consumers	
<b>Attention to Details</b>	<b>6%</b>
Demonstrates accuracy and attention to details	
Completes assignments on-time and in alignment with specifications/directions	
Looks for ways to improve and promote quality	
<b>Interpersonal Skills</b>	<b>6%</b>
Exhibits good listening skills	
Demonstrates fairness and impartiality	
Demonstrates a positive attitude	
Develops and maintains effective relationships with others	
<b>Proficiency</b>	<b>6%</b>
Completes assignments on-time and in alignment with specifications/directions	
Uses appropriate procedures to complete assigned tasks	
Sets and monitors goals in line with organizational objectives	
<b>Creative Thinking/Initiative</b>	<b>6%</b>
Thinks out of the box	
Looks for new solutions to old or recurring problems	
Proactively improves work processes and techniques	
Proactively shares ideas and suggestions	
Seeks opportunities for self development	
<b>Communication</b>	<b>6%</b>
Communicates clearly (verbal and written)	
Responds to customer requests in a timely manner	
Seeks to clarify unclear or vague instructions	
Verbal communication is appropriate and acceptable	
Written communication is appropriate and acceptable	
<b>Self-Management</b>	<b>6%</b>
Requires minimal supervision	
Anticipates problems and addresses needs before crisis situations develop	
Follows through on commitments	
Considers long and short-term outcomes when making decisions	
Thinks in a strategic manner	
Uses sound logic when making decisions	
Demonstrates self confidence	

<b>Stress Tolerance</b>	<b>6%</b>
Shows poise in difficult situations	
Maintains personal control in trying situations	
Actions and reactions are calm and purposeful	
<b>Team Work</b>	<b>6%</b>
Works cooperatively and maintains good relations with others	
Works cooperatively in group/team environments	
Creates environment that allows people to be successful	
Works well in group problem solving situations	
Displays understanding of how their job impacts and relates to co-workers	
<b>Planning and Evaluating</b>	<b>6%</b>
Able to determine short and long term goals and strategies to achieve them	
Acquires appropriate information before making decisions	
Works to resolve problems before they increase in severity	
Maintains an appropriate level of organization	
Demonstrates effective use of time	
Demonstrates planning and resource deployment skills	
<b>Vision/Mission</b>	<b>6%</b>
Demonstrates a clear understanding of the company's mission statement and values	
Places organizational goals above personal and departmental objectives	
<b>Total</b>	<b>100%</b>

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## Requirements

### Knowledge

- Knowledge of and experience with HUD HMIS Data & Technical Standards.
- Proficient in Microsoft Office products required, particularly with a demonstrable understanding of statistics paired with knowledge of analytical tools in Excel (formulas, statistical functions, etc.).
- Understanding of the nonprofit sector, especially homeless services.

### Required Qualifications and Experience

- Excellent written and oral communication skills.
- Must have two (2) year degree or four (4) year degree in Information Technology, Computer Science, or related field. Demonstrated competency or previous related experience will be considered in lieu of degree requirement.
- Experience in information technology field.
- Self-motivated, able to prioritize, reliable, and meet deadlines.