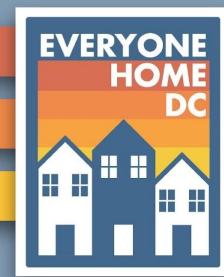


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## **JOB DESCRIPTION**

### **HMIS Data System Administrator, Family Rapid Re-Housing**

**Job Title:** HMIS Data System Administrator  
**Department:** Family Rapid Re-Housing  
**Reports To:** Program Manager  
**Salary:** \$50,000 - \$55,000  
**Status:** Non-exempt

*This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may require varied hours to include overtime, as business needs dictate.*

#### **SUMMARY OF POSITION:**

Everyone Home DC's Family Rapid Re-Housing Program couples case management services with short-term rental assistance to help families exit homelessness into stable housing. Families work with Rapid Re-Housing case managers to set goals for greater housing and economic self-sufficiency. The HMIS Data System Administrator will be responsible for the day-to-day operations involving data and submission of system data, ensuring data integrity by reviewing system data regularly, and providing data reports and analysis. This position must be filled by a dedicated individual who is social justice oriented, a team player, and committed to working alongside families as they transition out of homelessness.

#### **Principal Duties:**

- Work closely with the Family Rapid Re-Housing team to ensure that they are properly trained in the Management Information System (HMIS).
- Work closely with the Family Rapid Re-Housing team to ensure that data is accurately inputted into HMIS.
- Pull reports from the HMIS.
- Provide analysis of program data from HMIS reports.
- Develop strategies in coordination with DHS for using data-driven solutions for homeless assistance.
- Participate in ongoing training and professional development opportunities.
- Carry out all duties consistent with grant requirements and internal policies and procedures.

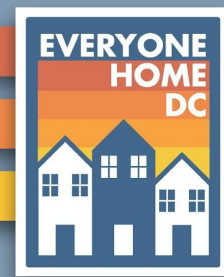
#### **Secondary Duties:**

- Provide administrative and program support in the following areas: intake, client wellness, community building, documentation, and special projects.
- Attend program and staff meetings.
- Participate in and attend on-going training and professional development opportunities.
- Other relevant duties as assigned.
- Work on special projects and committees as needed.

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**POSITION SPECIFICATIONS:**

**Essential Training/Certifications:**

- Minimum of a Bachelor's Degree in Information Technology or related field.
- At least two years of experience serving as an HMIS administrator or similar homeless management information system.

**Essential Use of the Following Tools:**

- Ability to learn computer software programs to enter and maintain accurate data/information in appropriate platforms, including the Homeless Management Information System (HMIS).
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite/Drive
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner

**Skills and Knowledge:**

- Familiarity and knowledge of DC's social service providers and public benefits programs preferred.
- Excellent written and verbal communication skills.
- Exceptional ability to multi-task and excellent organizational skills. This includes attention to detail, problem-solving, time management, and the ability to follow through on projects and meet deadlines.
- Excellent case management skills with a proven track record of success.
- Ability to maintain confidentiality of highly sensitive information, and demonstrated professionalism, reliability, and responsibility.
- Bilingual English/Spanish speakers or Spanish language written/verbal communication skills at a professional working proficiency are preferred, but not required.

**Essential Competencies and Behaviors:**

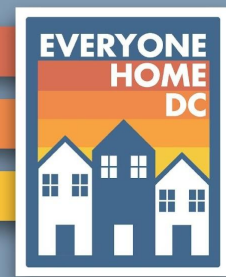
- Ability to work in a team-oriented environment as well as independently with minimal supervision.
- Capacity to build relationships with clients, colleagues, and community members.
- Demonstrated respect for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients and colleagues.
- Commitment to building your racial equity competencies and centering your role in an analysis and understanding of how race and power shape systems in our society and culture; Commitment to continuous learning, reflecting, and growing.
- Ability to operate with a commitment to excellence, integrity, diplomacy, and camaraderie.
- Commitment to workers' rights, economic justice, and race equity and in particular to the issues of the program's identified community.

**Benefits** Everyone Home DC's standard benefits for full-time staff include: excellent employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; short term disability; worker's compensation; family medical leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off including the week between December 25th and January 2nd.

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**Location**

This is a flexible hybrid position based at Everyone Home DC's offices located at 415 2nd Street NE.

Everyone Home DC values diversity in our workplace and encourages Black, Indigenous, People of Color, members of the LGBTQIA2S+ community and people with disabilities to apply.