



Poverello
House

Job Description

Title: Data Analyst

Hours: Full-Time (40 hours weekly, non-exempt)

Reports To: Coordinated Entry System Manager

Purpose: Manage the process of HMIS CES Projects to ensure correct data while maintaining and promoting the real-time coordinated entry bed tracker. Assist with providing the CES data reports to the CoC.

Job Responsibilities and Duties

- Review data entry into the HMIS CES projects and flag data entry that is missing, incomplete, or inaccurate for the trainer and/or coordinator
- Reconcile the HMIS CES project data with the Excel by-name list, and support any eventual merger of the Excel and HMIS records
- Change the dates of the tracker on a seasonal basis to keep them current
- Archive and store data from previous seasons after the dates displayed on the tracker have been changed
- Ensure that all providers are aware of the tracker and how to use it
- Encourage providers to use the tracker
- Refer providers who are not using the tracker properly to the trainer and or coordinator for assistance
- Create and provide CoC monthly or scheduled reports of the data as needed to support local grant applications

Qualifications

- Associates Degree required in statistical and/or analytical field such as mathematics, statistics, computer science or economic background
- At least 1 year working in related field.
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure

- Proven ability to work independently with guidance
- Proficiency in the Microsoft Office Suite

Compensation

- \$23/hour
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, paid sick time (per applicable laws, plus accruals)
- Medical, Dental/Vision, Life Insurance, SIMPLE IRA retirement, and additional fringe benefits included