



Job Description

Title: Data Analyst

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

Reports To: Coordinated Entry System Administrator

Purpose: Managing 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 administrator
- Reconcile the HMIS CES project data with the Excel by-name list, and support any eventual merger of the Excel and HMIS records
- Maintain and promote the real-time coordinated entry bed tracker
- 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 know how to use it
- Encourage providers to use the tracker
- Refer providers who are not using the tracker properly to the trainer and/or administrator for assistance
- Assist with providing CES data reports to the CoC on a monthly basis or on a schedule as requested by the CoC and as needed to support local grant applications
- Attend community meetings

Qualifications

- Flexibility (Position will require open availabilities 24/7, seven days a week, occasional weekends)
- Associate degree required in statistical and/or analytical field such as mathematics, statistics, computer science, or economic background
- One year working in an administrative office or office-type environment
- Adept in MS Office (Excel, Word, and Outlook)
- Ability to communicate professionally and with integrity
- Ability to work independently or as a member of a team
- Ability to multi-task and work well under pressure
- Effective written, verbal, and interpersonal communication
- Valid Driver's License

Compensation

- \$23.00 per hour
- Grant Term: July 1, 2023, to June 30, 2024

- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, Birthday holiday, paid sick time (per applicable laws, plus accruals)
- Medical/Dental/Vision Benefits for employee and dependents
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Life insurance plan benefit

If interested in the position, please send a resume to PovHR@poverellohouse.org.

No Phone Calls Please