HMIS Coordinator

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

Homeless Management Information System (HMIS) is a HUD compliant technology system that is used by homeless service providers to collect confidential client-level data including demographics, history of homelessness, services accessed, and service needs. In Sacramento and Yolo Counties, HMIS is managed by SSF using BitFocus Clarity Software.

HMIS Coordinator works closely with the Coordinated Access System (CAS) on technical and analytical support for CAS programs; supports the ongoing expansion and development of the CAS system related to HMIS, participates in CAS meetings as the HMIS representative.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

System Oversight and Operations:
- Creates project forms, develops documentation, and other key tools used by Partner Agencies.
- Provides training, materials, and technical support to Partner Agencies and End Users to ensure proper use of HMIS.
- Conducts regular data quality reviews to monitor overall system data quality.
- Works closely with Partner Agencies to clean up data issues and improve data quality.
- Assists in the creation of a comprehensive HMIS Policies and Procedures Manual.
- Create and monitor the use of a variety of forms including; participation agreements, client consent forms, interagency sharing agreements, system-user agreements, and user code of ethics policy.

HMIS & Community Queue Reports:
- Assists in the generation and submission of project and community-level reports from the HMIS including: HMIS components of the Continuum of Care (CoC) application to HUD, Sheltered Point in Time Count, Annual Homeless Assessment Report to Congress, and a variety of reports used at the local level.
- Provide HMIS Program Manager with updated reporting and end zero numbers from Community Queue.
- Conducts regular data quality reviews of the Community Queue data ensuring that it is prepared for use in reporting tools.
- Creates monthly and quarterly reports, including for Coordinated Entry for contracted parties.
- Provides support to contracted agencies and respond to any questions pertaining to data reporting.

Other Responsibilities:
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

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Ideal candidates will possess the following knowledge, skills, and abilities:
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Effectively present information and respond to questions from groups of managers, members, governmental bodies, and the general public.
- Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Defines problems, collects data, and establishes facts to draw valid conclusions.
- Knowledge of current database software, internet software, Microsoft Office Suites of products, and Project Management products.

Education and/or Experience:
Bachelor's degree (B.A. or B.S.) from an accredited four-year college or university. Minimum of at least one to three years of related experience and/ or training.

Compensation and Benefits:
Compensation range DOE.
Full-time, non-exempt, position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:
If you qualify, please submit your application, cover letter and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application HERE.

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities, and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.