

HMIS SOFTWARE ADMINISTRATOR JOB POSTING

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. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The HMIS Software Administrator (internal title is HMIS Coordinator) is responsible for the oversight and maintenance for the Homeless Management Information System (HMIS) database. They ensure the accuracy and integrity of client data, provide technical support and training to users, generate reports for program evaluation, and uphold compliance with data privacy regulations. As the primary point of contact for HMIS-related inquiries and issues, they play a vital role in optimizing system performance and supporting the organization's mission to provide effective and efficient services to individuals experiencing homelessness.

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

Essential Duties and Responsibilities include the following:

- *Database Administration* – Perform routine data entry tasks to ensure accurate and up-to-date information within the HMIS database. Assist in the maintenance of client records, including data entry, updates, and corrections. Conduct regular data quality checks to identify and resolve any inconsistencies or errors in the database.
- *System Support* – Serve as the first point of contact for HMIS users regarding software-related inquiries and technical support issues. Provide training and assistance to staff members on HMIS usage, data entry protocols, and best practices. Troubleshoot software issues and escalate complex technical problems to HMIS Specialists.
- *Administrative Support* – Provide administrative support to HMIS Specialists and other team members as needed. Assist in scheduling meetings, preparing documentation, and maintaining organized records.
- *Training and Onboarding* – Assist in the training of staff and end-users on basic HMIS data entry procedures. Support the onboarding process for new users by providing initial guidance.
- *Reporting and Analysis* – Generate basic reports from the HMIS database to support routine reporting needs. Assist in analyzing HMIS data to identify trends, patterns, and areas for improvement in service delivery and program outcomes. Support program evaluation efforts by compiling and organizing data for reporting purposes.
- *Compliance and Security* – Ensure compliance with data privacy regulations and organizational policies governing the use and disclosure of sensitive information. Implement security measures to safeguard the integrity and confidentiality of HMIS data. Stay informed about changes in HMIS software functionalities, regulations, and industry standards.
- *Other Responsibilities* – Regular, predictable attendance is required. Ability to get along and work effectively with others. Other duties may be assigned.

Ideal candidates will possess the following knowledge, skills and abilities:

- Understanding of database concepts and experience with data entry or database management systems.
- Ability to maintain a high level of accuracy when entering data and conducting routine data quality checks.
- Capacity to prioritize tasks effectively to meet deadlines and manage multiple responsibilities simultaneously.
- Understanding of the importance of maintaining confidentiality and handling sensitive information appropriately.
- Ability to work collaboratively in a team environment and adapt to evolving priorities and responsibilities.
- Excellent communication skills, with the ability to effectively train and support users of varying technical backgrounds.
- Willingness to learn and stay updated on HMIS software and procedures.

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- Understanding of homelessness issues and familiarity with homeless services and programs.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$24-29 per hour. 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](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

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 agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

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.