**HOUSING STABILITY DATA COORDINATOR**

**PURPOSE OF POSITION**

This position is a key role in the WSFC Continuum of Care’s Community Intake Center (CIC). The CIC was developed on the premise of making data informed prioritizations for people seeking access to homeless programs including prevention services and supportive housing. The Housing Stability Data Coordinator will play a critical role in making sure that the necessary data for prioritization is collected and entered into the HMIS system to be used for prioritized access to supportive housing programs.

**DUTIES AND RESPONSIBILITIES**

* Collect and Enter housing assessment data in community’s Homeless Management Information System (HMIS);
* Maintain case files for Assessment Team;
* Support Local System Administrator in supporting staff at HMIS participating programs maintain accurate and complete data that support CIC prioritization;
* Participate in CoC’s data management committee;
* Participate in CoC’s improvement strategies working to decrease the length of time it takes for people experiencing homelessness to get housed;
* Other duties as assigned

**CORE COMPETENCIES**

* **Organizes and Maintains Large Quantities of Data:** Understands that the housing programs and services provided by the Continuum of care require large amounts of data to track and measure the effectiveness of the services and related programs.
* **Gives Attention to Detail:** Pays close attention to detail in performing data entry and in obtaining appropriate documentation for case files.
* **Organizes and Maintains Large Number of Case Files:** Works well with organizing documents in case files in a specific format
* **Communicates Effectively:** Speaks clearly and expresses self well in groups and one-on-one conversations.  Communicates well in presentations relating to data and information.

**JOB REQUIREMENTS**

* **Education:** High school diploma; BA preferred.
* **Work Experience**: Five years of experience or a college degree
* **Skills:** Data entry experience and working knowledge of Microsoft Excel, experience with HMIS and/or ServicePoint preferred.

**Cover Letter and Resume required. EOE**

**Apply at: https://forsythunitedway.easyapply.co**