COMMUNITY HEALTH PARTNERSHIP

JOB DESCRIPTION

Title: Homeless Management Information System (HMIS) Administrator

Status: Full-time, Exempt

Reporting To: Director of Homeless Programs

Community Health Partnership (CHP) is seeking a full-time HMIS Administrator. HMIS (Homeless Management Information System) is a software solution to collect data on the provision of housing and services to homeless individuals and families. This position is designed to provide system administration and data management of the HMIS using the Clarity Human Services HMIS software. This position also manages a data analyst and a technical trainer.

CHP was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health-related issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health. CHP administers HMIS on behalf of the Pikes Peak Continuum of Care (PPCoC) in El Paso County, Colorado.

Duties and Responsibilities

- Act as a liaison between CHP, the Colorado Statewide HMIS Collaborative, partner agencies, state and local funders, HMIS vendor representatives, and the Continuum of Care to facilitate effective collaboration around HMIS projects
- Develop/maintain knowledge of homeless assistance programs and related initiatives
- Work closely with project stakeholders and team members to understand data needs and identify/develop potential database solutions
- Support project on-boarding, set-up, and management
- Support and assist HMIS Data Analyst with required reporting for federal, state, and locally funded partners and programs, i.e., PIT and HIC; ESG/CAPER; LSA Project; CoC APR/CAPER; HOPWA, PATH, SSVF; others
- Develop security compliance protocols in line with federal and state regulations and ensures all system security-related documentation is current and accessible to properly authorized individuals
- Lead and perform data transfer/import initiatives as needed including using XML and CSV to interface through an API.
- Support front line helpdesk staff and assist with the resolution of high-level issues
- Respond to requests for custom reports
- Attend conferences/trainings relating to HMIS, some travel required
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate clearly and professionally, both verbally and in writing

JOB DESCRIPTION

- Proficient user of email, audio and video conferencing, and instant messaging tools
- Demonstrated ability to provide superior internal and external customer service
- Understanding of how to define problems, collect data, establish facts, and draw valid conclusions
- Effectively present information and respond to questions from partner agencies, end users, governmental entities, and community stakeholders
- Ability to work effectively and professionally with people from diverse backgrounds
- Ability to learn quickly, handle multiple tasks simultaneously, anticipate and meet established deadlines, and regularly produce high quality work products in a deadline-driven environment
- Highly developed sense of integrity and commitment to maintaining confidentiality
- Knowledge of homeless issues and demonstrated sensitivity to and a desire to work with underserved populations

Minimum Qualifications

- Bachelor's degree from an accredited four-year college or university or equivalent experience or training (i.e., information systems management, statistics, social sciences)
- Previous experience working with HMIS systems preferred.
- One to three years of technical, project-based experience
- Minimum of two years paid experience in a position with a high degree of responsibility
- Pass a background check prior to start of employment
- Eligible to work in the United States
- A valid driver's license and proof of current automobile insurance

Essential Job Functions

- Able to remain in a stationary position 50% of the work day
- Must be able to move about office to access filing cabinets, office machinery, etc.
- Use a computer and associated peripherals up to 8 hours a day (keyboard, mouse, etc.)

Licenses, Certificates, or Equipment Required

This position may require occasional use of personal equipment (e.g. vehicle, cell phone, etc.) in the course of employment

Application Process

Interested Candidates should submit a resume and cover letter by January 31, 2020 to hr@ppchp.org . Please include salary requirements in cover letter.

CHP is an Equal Opportunity Employer

Revised 1/13/2020