



Position

The role of the Director of System Performance is to focus on improving the System Performance Measures (SPM) and Data Quality Framework (DQ) of the region's coordinated system of homeless assistance. The position reports to the Executive Director. This is a full-time position. Salary range is 55,000-60,000 annually. Benefits include, dental, vision, medical and generous paid time off

Responsibilities

- Supervision of HMIS and Coordinated Entry System(CES) staff.
- Developing an accurate baseline for all SPMs and Data Quality Framework.
- Work with the Executive Director and CoC Committees to develop a SPM/DQ Improvement Strategy.
- Oversee the implementation of the SPM Improvement Strategy.
- Advise Executive Director regarding HMIS and CES program budgets.
- Work with the Executive Director to ensure the completion of the annual CoC program applications and APRs for CoC grants.
- Work with HMIS Committee of the Governing Council to update/develop HMIS policies and procedures.
- Work with the Coordinated Entry Committees of the Governing Council to update/develop CES policies and procedures.
- Serve as the HMIS lead agencies representative on the HMIS Committee of the CoC Governing Council and on community base data/HMIS workgroups, data/HMIS planning councils, etc. As appropriate to the job description.
- Work with Executive Director and CoC workgroups to prepare and submit to HUD the SPM report, Data Quality Framework, PIT count information, Longitudinal Systems Analysis reports and tables (LSA (formerly the AHAR), Housing Inventory Chart (HIC), and other HUD required data submissions.
- Develop custom HMIS reports to assist in program management. Train program management and front-line staff on how to run and interpret reports to improve program level performance.
- Work with Continuum Program staff and management to improve program level performance and compliance with Federal Partner funding requirements.
- Disseminate information to the community and manage communications related to data on behalf of the CoC.
- Develop HMIS and Coordinated Entry training materials specific to our HMIS implementation and CES program.

- Train and monitor CoC program staff on HMIS and CES usage.
- Develop and implement HMIS improvement/expansion projects.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the Agency and the employee and is subject to change by the Agency as the needs of the Agency and requirements of the job change.

Skills

- Bachelors or Masters Degree or equivalent experience
- Experience with HMIS or comparable information technology system
- Experience with grant management, particularly HUD grants
- Proficiency in report building, database development, system testing and data analytics

Furthermore, the ideal employee will have strong communication skills, possess strong interpersonal skills for collaboration with partner agencies, be adaptable to meet the needs of a diversity of clients, work well under pressure to resolve conflicts, and be able to support an environment of professionalism and teamwork.

Reliable transportation and a valid driver's license will be needed to travel throughout the 11 county service area.

Possible physical demands occasionally needed for the position that the applicant should consider before applying include the lifting of up to 50 lbs, the ability to move safely over uneven terrain, the ability to work in extreme weather conditions and the ability be on one's feet for several hours for outreach activities, such as the Point In Time (PIT) Count.

Interested parties should submit a cover letter and resume to msmith@homelesscoalition.org