



Position

The role of the Data Specialist is to work with the Coordinated Entry and Data teams to enter Coordinated Entry Assessment data into the Homelessness Management Information System.

This is a part-time, temporary position reporting to the Coordinated Entry Specialist at \$18/hour for up to 20 hours per week. This position will be remote, with expectations to come into the office as needed and required by the supervisor.

Responsibilities

- Receive and process CES Engagement Assessments from partner agencies.
- Flag qualifying individuals for diversion via the Flexible Housing Fund.
- Connect PVA data to HMIS client IDs.
- Create CES entries in HMIS for clients who have been assessed, ensuring all required CES data elements are properly input.
- Clean client profile data in HMIS regarding Universal Data Elements.
- Provide general data clean up support to the data team.
- Assist CES team in administering and improving the entire CES process for clients, providers, and all system users.
- Maintain open communication with all CoC partners to ensure CES data is accurate and timely.
- Perform job functions adhering to accepted best practices, including Housing First, Diversion, and motivational interviewing.
- Make, monitor, and follow-up on referrals made to housing providers, and update HMIS data as necessary.
- Maintain excellent client records, protecting the privacy, security, and confidentiality of participant data at all times.
- Be an expert on the CES and our Continuum of Care's regulations and processes.
- Participate in all required meetings and training sessions.
- Any other duties as assigned.



Skills

- Bilingual (English and Spanish) preferred but not required.
- Adaptability skills to meet the needs of community partners.
- Computer proficiency to include Microsoft Office applications.
- Strong communication skills.
- Collaborative and creative problem-solving.
- Self-motivated with the ability to work independently under minimal supervision while being an essential part of a team.

Qualifications

- Education and/or Experience
 - Bachelor's Degree in a related field and at least one (1) year of related professional experience.
 - Substitution for education: Additional qualifying experience may be substituted for up to two (2) years of the education requirement.
- OR
- Five (5) years of related professional experience, ideally of which at least two (2) years are in the field of human services.
- Experience with housing and/or homelessness programs, social services, community development, or related areas.
 - Lived experience of homelessness fulfills this requirement.
- Previous experience working with HUD Continuum of Care programs preferred but not required.
- Possess a valid Tennessee Driver's License, car insurance, and reliable transportation.

Physical Requirements

This position requires moving about in an office environment, moving about outdoors, being in a stationary position, and lifting up to 20 pounds.

How to apply

Submit resume, cover letter, and 3 references to Msmith@homelesscoalition.org