

Homeless Management Information Systems (HMIS) Data Specialist Job Description United Way of Weld County

ORGANIZATION OVERVIEW

Through the vision and support of United Way donors and volunteers, together we are building a better Weld County, one where:

- children are reading to learn by the start of fourth grade
- youth are working at good jobs by age 25
- families have stable housing
- older adults are aging well and
- people are connecting to the help they need.

OVERVIEW OF RESPONSIBILITIES

The Homeless Management Information Systems (HMIS) Data Specialist will use the collective impact framework to convene and coordinate homeless-serving organizations to improve HMIS data quality and collection, inform and identify data-driven strategies, improve data systems, and create a shared understanding for homelessness and housing instability in Weld County. This role will work collaboratively with the Director of the Housing Navigation Center to improve the data quality and reporting processes conducted at the Housing Navigation Center. This role will work in coordination with community partners and the Northern Colorado Continuum of Care to align data efforts across Weld County through the Weld's Way Home Strategic Plan to Prevent and End Homelessness in Weld County.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Leadership, Facilitation, & Community Organizing

- Utilizes Housing First, culturally competent, and collective impact principles to develop county wide homelessness data improvement strategies and align partner organization to build network around a unified strategy for Weld County
- Convene and facilitate the Weld's Way Home data improvement workgroup to identify community engagement strategies around homelessness data processes
- Meet regularly with the Northern Colorado Continuum of Care leadership team to ensure that Weld County homelessness response strategies align with the CoC regional approach and best practices
- Work with community partners to identify barriers to data processes and develop community based solutions to increase the use of the Homelessness Management Information System (HMIS)
- Coordinate with the Northern Colorado Continuum of Care to improve the use of the Coordinated Assessment and Housing Placement System (CAHPS) in Weld County through targeted community engagement

Capacity and Systems Building

- Coordinate with the Northern Colorado Continuum of Care to ensure consistent data collection process and standard and shared training and data collection tools
- Research, develop, and implement a county wide coordinated homelessness prevention process for homelessness prevention services in Weld County

814 9th Street - Greeley
PO Box 1944 - Greeley, CO 80632
970-353-4300
UWWC@UnitedWay-Weld.org
www.UnitedWay-Weld.org



- Coordinate with Director of HNC and Assistant Directors to ensure staff are appropriately trained for service delivery. This includes cold weather shelter operations staff
- Participate in Continuum of Care, Weld's Way Home work groups and other meetings as needed

Data Management

- Coordinate with the Northern Colorado Continuum of Care to collect and analyze homelessness data in Weld County using an equity focused lens to identify disparities in homelessness services, and develop strategies to close those disparities
- Coordinate with the City of Greeley in collection and analyzation of homeless data in the City of Greeley and develop strategies to support accurate data collection systems.
- Explore other opportunities to collect and use homelessness and housing data in other Weld's Way Home priority areas, including landlord engagement, outreach, and community education
- Represent UWWC as DPAL (Data Partner Agency Liaison) in monthly calls. Participate in regular quality improvement to ensure appropriate data is utilized and captured for reporting and funding purposes
- Coordinate with HNC Assistant Director to improve data processes at the HNC and cold weather shelter and to complete quarterly reports highlighting the work being completed
- Engage in consistent data monitoring for HNC and CWS operations to ensure data is effectively entered on a regular basis

United Way of Weld County General

- Support and promote the mission, values, goals and objectives of United Way, including representing United Way in professional organizations and the community (as assigned).
- Support fundraising efforts of United Way and activities that support United Way.
- Support United Way annual events, disaster response, and other activities as assigned.
- Participate in staff meetings and in service opportunities.
- Contribute to organizational promotions including writing promotional copy, proofreading informational and campaign materials, participation in outreach, etc.
- Other duties as assigned.

UNITED WAY WORLDWIDE CORE COMPETENCIES FOR ALL STAFF

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL SKILLS

- Ability to establish collaborative partnerships and effective working relationships with a variety of internal and external customers and diverse stakeholders
- Demonstrated experience in convening stakeholders, facilitating meetings, mediating conflict, and building consensus among participants towards a common aim.

- Excellent written and verbal communications skills
- High level organizational skills, detail-oriented, attention to deadlines
- Bi-lingual English/Spanish preferred

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor's degree years in health and human services, public health, research, sociology, or other related nonprofit experience
- Minimum 1 year experience working with HMIS or data management experience
- 1-3 years' experience in community organizing, evaluation, or systems change work
- Experience with data collection, evaluations, and qualitative and quantitative research methods
- Experience with working in homelessness and housing services

POSITION STATUS

- Full-time (40 hours), non-exempt
- Pay Range (h8): \$23.12 - \$27.09/hr
- Supervisory: n/a
- Reports to: Director of Collective Impact
- Eligible for remote work: hybrid after 90 days of employment with supervisors' approval
- Background check required

BENEFITS

- Insurance options include voluntary medical, dental, vision, and supplemental insurance, as well as automatic life insurance, and an available FSA plan.
- The leave plan includes vacation, sick, parental leave, short-term disability, and several paid holidays.
- The retirement plan is open to all employees after one year, and the employer contribution is determined by the Board of Directors.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

United Way of Weld County is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or veteran status.

APPLICATION INSTRUCTIONS

Please visit our website at <https://www.unitedway-weld.org/careers> to view the full job description and application instructions.

Send resume and cover letter to Ernest Cienfuegos-Baca, Vice President of Community Impact, at ecienfuegosbaca@unitedway-weld.org. Review of applications will begin on April 3, 2024 and will continue until position is filled.