



Position Announcement
HMIS Specialist– Full-time

Alliance Overview: The Alliance to End Homelessness in Suburban Cook County (Alliance) is suburban Cook County’s homeless services Continuum of Care (CoC). The mission of the Alliance is to strive for the elimination of homelessness in suburban Cook County through the coordination and maximization of available resources to assist homeless individuals and families. The Alliance serves as a convener for the collaborative, community-based endeavors of homeless service providers, affordable housing developers, local governments, foundations, and the private sector.

Job Responsibilities

- Understands all aspects of the ServicePoint Homeless Management Information System (HMIS) product and the Alliance’s policies and procedures for the system’s usage
- Supports the overall data and evaluation strategy for the organization including all Cook County Continuum of Care activities, the Entry Point coordinated entry system, and the Youth Homelessness Demonstration Program
- Analyzes data, prepares and submits reports on programmatic measures as well as HMIS system usage
- Consults with member agencies and provides small group training for end users to facilitate maximum benefit of using various system features
- Meets frequently with various member groups to understand and develop strategies to accomplish Alliance goals
- Collaborates with HMIS Team to staff an HMIS user group, provide meeting and training preparation, planning, materials, documentation, set up and clean up
- Completes member agency Site Visits as needed to provide support and monitor compliance
- Audits access to and usage of the HMIS to ensure full participation and compliance by member agencies authorized to use the system
- Audits data quality, recommends corrective action, training topics, etc.
- Analyzes aggregate data to inform Alliance strategic goals and to evaluate outcomes
- Collects and communicates user feedback on software functionality
- Provides support to individual users and agencies in use of the system
- Oversees and enforces client privacy and data security procedures
- Prepares datasets for use in external research projects and cross-sector data analysis
- Assists with office network and computer equipment troubleshooting

Qualifications

- Minimum one-year experience in a related position. Evidence of experience in system administration, client database management, user training, and/or data migration is desired
- Ability to communicate with and understand the needs of non-technical personnel within member agencies
- Excellent written communication skills; ability to convey information in a clear and concise manner
- Knowledge of relational database management and associated reporting tools.
- Experience working in a nonprofit setting with significant information reporting requirements strongly desired
- Bachelor's degree in related field, advanced training, or equivalent experience
- Must be a self-directed, highly organized person who can effectively prioritize and follow through on multiple projects, who takes pride in producing quality work and is willing to learn new things
- Ability to work independently, both on site at the office located in Hillside, IL as well as telecommute and in the community
- Must have valid driver's license and use of a car for moderate local travel within county.

A competitive compensation and benefits package will be offered, commensurate with experience and qualifications. Estimated salary range: \$46,000-56,000.

How to Apply:

To apply, email your **resume and cover letter** describing your interest in and relevant skills for the position to info@suburbancook.org with "HMIS Specialist" in the subject line. Please address your cover letter to Peggy Troyer, Director of Information Services.

We seek a diverse field of applicants. While we have a set of qualifications listed, if you have other experience that you think is related, please apply.

Position is open until filled. Applicants will be considered on a rolling basis. We will contact only those individuals we feel are most qualified for the position.

The Alliance to End Homelessness in Suburban Cook County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.