

HARBOR INTERFAITH SERVICES
SPA 8 Coordinated Entry System
Regional Data Coordinator
JOB DESCRIPTION

SUMMARY OF RESPONSIBILITIES:

The Coordinated Entry System (CES) is the county-wide framework which links individuals experiencing homelessness to organizations providing housing resources in a systematic and efficient manner. As the lead agency for Service Planning Area (SPA) 8/South Bay, Harbor Interfaith Services is entrusted to understand and document the work of our valued partners in our mission to end homelessness in our region and beyond. The CES Regional Data Coordinator will facilitate SPA-wide data collection and analysis to understand regional performance of the South Bay's homelessness programs. Additionally, this person will work closely with the South Bay Coalition to End Homelessness (SBCEH), Home for Good, and Los Angeles Homeless Services Authority (LAHSA) to identify regional bottlenecks in the housing pipeline, gaps for each homeless population, and opportunities for performance improvement.

Under the supervision of the Director of CES Regional Coordination, the CES Regional Data Coordinator is responsible for the following activities:

SPECIFIC DUTIES:

1. Work closely with regional homeless service providers and other community stakeholders to gather, analyze, interpret, and articulate through key data elements how the components of the homelessness system are being utilized.
2. Understand existing County-wide efforts that use data to show goal tracking. Provide feedback on enhancements.
3. Provide ongoing regional support and training on the Homeless Management Information System (HMIS) to ensure client data is properly updated with a high degree of data integrity maintained.
4. Track overall program outcomes of regional funded partners. Create and run specialized HMIS reports to achieve this, along with additional analysis in Excel as needed. Prepare narrative reports, and graphical and visualization presentations.
5. Participate in Home for Good, LAHSA, and other county-wide partner meetings on data or HMIS matters.
6. Work closely with partners such as SBCEH, Home for Good, and LAHSA, to develop and analyze where there are regional resource deficiencies.
7. Perform other special projects related to analyzing regional homelessness data.

MINIMUM QUALIFICATIONS:

- BA in social science or a quantitative discipline field.
- 1 minimum years of experience.
- Proven advanced Excel skills.
- Strong oral and written communication skills. The ability to present detailed statistical information to a wide audience including those without an analytical background.
- A valid California driver's license and insurance.

DESIRED QUALIFICATIONS:

- Experience with data analysis using large database information systems
- Visualization and mapping tools such as Tableau and Google mapping tools.
- Knowledge about homelessness solutions.

KNOWLEDGE AND SKILLS:

- Passion for ending homelessness.
- Ability to work as a member of a team.
- Creative problem-solving skills.
- Strong people skills and ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
- Good organization skills and detail oriented; ability to manage multiple cases efficiently and effectively.

ACCOUNTABILITY AND REVIEW

Position reports to: SPA 8 Regional Coordinator (Harbor Interfaith Services)

Performance review: 6-month introductory period, followed by annual evaluations

EMPLOYMENT CLASSIFICATION

Work Schedule: Full-time, M-F

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport residents; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer; copy, postage and fax machines. Complete all required forms in personal writing.