

## Harbor Interfaith Services, Inc. | Data Quality and Compliance Specialist | Job Description

**Harbor Interfaith Services (HIS)** is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full-time Data Quality and Compliance Specialist to our team. This position is a full-time role with a set schedule of 8:30am to 5:30pm Monday through Friday. The Data Quality and Compliance Specialist ensures the integrity of client case files and oversees client aid disbursements. Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

### Key responsibilities:

- Working closely with program team members to ensure a strong understanding of our expectations regarding client case files
- Acting as an independent reviewer and examining all SPA 8 client case files for accuracy and completeness and working with team members to correct areas that are found to be incomplete.
- Leading training efforts as required to inform staff about policy changes that affect how to process and document client files
- Providing 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
- Overseeing and tracking client aid disbursements given to clients to ensure requests are timely and accurate
- Attending staff meetings, trainings, and case conferences and completing other duties as assigned

### We would like to speak with you if:

- You have a Bachelor's degree in social work or a related field, or 2 years of equivalent social services experience with an emphasis on case management file keeping compliance.
- You have strong working knowledge of HMIS/Clarity as well as knowledge of LA County homeless programs, including but not limited to those funded by LAHSA, DHS, and DMH.
- You are proficient in Microsoft Office, including Word and Excel.
- You are organized, detail oriented, and can manage multiple cases efficiently and effectively.
- You have a valid California driver's license and adequate auto insurance.
- You have a valid California driver's license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

### About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at [hr@harborinterfaith.org](mailto:hr@harborinterfaith.org). Please note that we are not able to accept direct inquiries via phone for this position.

*Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.*