

Harbor Interfaith Services, Inc. | Matcher/Data Entry | 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.

Harbor Interfaith Services is looking to add a full-time Matcher/Data Entry to our team. This position is a full-time role with a set schedule of 8:30am to 5:30pm Monday through Friday. **Please note that this is not a remote opportunity.** Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) retirement plan, sick leave, vacation leave and twelve paid holidays.

Key responsibilities:

- Matching centralized housing resources
- Database management of existing CES database, create reports as directed, manage outcome tracking and assist in grant and contract reporting
- Entering VI-SPDATs into database may be asked of Matcher on an as needed basis.
- Data analysis, interpret data, analyze results using statistical techniques and provide ongoing reports for internal and external entities. Matcher will work with CES providers to ensure high data quality of reports
- Capacity building, training.
- Coordinate SPA8 Care Coordination and Case Conferencing meetings
- Responsible for entering client financial information into the Homeless Management Information system
- Prepare specialized reports through Looker (HMIS)
- Attend trainings on the HMIS and always remaining updated with the system
- Work with agency subcontractors to provide data related support and compliance
- 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 4 years of equivalent social services experience with an emphasis on case management.
- You have a background in substance abuse and recovery.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- You are familiar with HMIS.
- You are bilingual (English/Spanish) – preferred but not required.
- 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.

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.

Harbor Interfaith participates in the E-Verify program.