HMIS Capacity Building Contractor - (200000P3)

Official Title: Program Coordinators

Functional Title: HMIS Capacity Building Contractor

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Part-time

Shift: Day

Job Posting: Jan 30, 2020, 11:44:29 AM

Number of Openings: 1

Salary: $40.56 - $43.07 Hourly

Bargaining Unit: NA

Confidential: No

The HMIS Capacity Building Contractor will use specialized knowledge about Homeless Management Information Systems (HMIS) to engage in a number of activities to improve data quality including improving the accuracy of the Housing Inventory Chart (HIC) and aligning DHCD’s HMIS with it, updating reporting documents and processes for the HMIS Lead, and making updates to/development of training materials and training processes.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:
1. Identify and make contact with providers not utilizing DHCD’s Homeless Management Information System (HMIS) in order to engage them in HMIS.
2. Revise and implement the Continuum of Care’s (CoC) Data Quality Plan.
3. Develop and implement data quality enforcement standards for users, projects, and agencies.
4. Develop training standards for all Continuum of Cares utilizing DHCD’s HMIS.
5. Assist with tasks related to the annual Point in Time (PIT) and Housing Inventory Counts (HIC) including:
   6. Working directly with provider agencies to conduct HIC and PIT activities;
   7. Reconciling HIC with HMIS, update HIC; and
   8. Reconciling HIC forms with HMIS PIT reports
10. Generate a list of data quality issues and develop and implement a plan to address non-training related causes.
11. Develop HMIS training materials, manuals, and virtual resources.
12. Develop training materials and processes and update policies and procedures related to our new Coordinated Entry process.
13. Review and revise the HMIS End User agreements between the HMIS Lead and each Contributory HMIS Organization (CHO).

PREFERRED QUALIFICATIONS:
1. Knowledge of HUD HMIS data standards and reporting requirements.
2. Excellent written and oral communication skills.
3. Experience in program analysis, program management, program coordination, program planning.
4. At least intermediate proficiency in using both Microsoft Word and Excel.
5. Ability to handle multiple priorities.
7. Knowledge of CoC Reporting Requirements, including report specifications.
8. Knowledge of HUD's CoC Reporting Requirement through the HUD mandated Homeless Management Information System (HMIS).

EXTERNAL COMMENTS:
This is a part-time contractor position working up to 15 hours per week. The hourly rate for this position is between $40.56 and $43.07. The estimated contract start date is 02/18/20 with a contract end date of 09/30/20. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

State and federal taxes will be withheld. In addition the contractor must participate in the Alternative Retirement Program mandated by federal law.

All employees will be paid on a biweekly basis and must have direct deposit.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:
MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100
An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

**HOW TO APPLY**
Apply online at https://massanf.taleo.net/careersection/exjobdetail.ftl?job=200000P3