HMIS Reporting Coordinator - Contractor - (200000N6)

Official Title: Program Coordinators

Functional Title: HMIS Reporting Coordinator

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

Job: Administrative Services

Agency: Department Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jan 30, 2020, 11:44:51 AM

Number of Openings: 1

Salary: $40.56 - $43.07 Hourly

Bargaining Unit: Non

Confidential: No

The HMIS Reporting Coordinator Contractor supports the Balance of State Continuum of Care (CoC) in meeting their reporting requirements to U.S. Dept. of Housing and Urban Development (HUD). HUD designed the Homeless Management Information System (HMIS) to ensure that it can provide outcome data to Congress regarding its funded activities. The Reporting Coordinator prepares HUD-required HMIS reports, assesses the quality of HMIS data, identifies HMIS system defects, and assists in HMIS site and project maintenance.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

1. Provide technical assistance and training through Go to Meeting software, web-based training tools, classroom training and as needed site visits to DHCD contracted and sub-contracted organizations on its Homeless Management Information System (HMIS) and assist homeless service provider organizations to ensure each is in compliance with U.S. Dept. of Housing and Urban Development (HUD) and DHCD HMIS requirements.

2. Prepare HMIS reports including: Annual Performance Reports (APR), Consolidated Annual Performance and Evaluation Report (CAPER), and other HUD data reports as needed.

3. Work with assigned state agencies and contractors/subcontractors to assess the quality of each organizations’ HMIS data by monitoring data quality in federal reports and working with them to improve data quality if needed. Evaluate results to ensure accuracy, validity and reliability of data.

4. Identify and refer HMIS system defects as well as potential HMIS enhancements to the HMIS Lead.

5. HMIS Site and Project maintenance including:
   a. Building out new Balance of State Sites and Projects in HMIS;
   b. Ensuring project build-out in HMIS complies with HUD HMIS Specifications both for new projects and ongoing to reflect any changes in specifications; and
   c. Monitoring Project Descriptor Data Elements collected.
6. Assist in the preparation of materials for Continuum of Care (CoC) and Emergency Shelter Grant provider and administrator meetings and attend HMIS sub-committee meetings and other meetings as assigned.
7. Work with HMIS Lead to identify appropriate methods to retrieve statistical data for program management.
8. Work with HMIS Lead to conduct periodic site visits of HMIS user organizations and provide written site visit reports.
9. Perform other related duties as required.

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

EXTERNAL COMMENTS:
This is a contract position working up to 37.5 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 - 517-573-1100

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/ex/jobdetail.ftl?job=200000N6