



JOB ANNOUNCEMENT

TITLE: Analyst
POSITION TYPE: Full-Time, At-Will, Salaried
SUPERVISOR: Chief of Policy & Programs

POSITION SUMMARY:

The Community Partnership's (TCP) Analyst is primarily responsible for reporting on the operations and efficiency of the District of Columbia Continuum of Care through use of the Homeless Management Information System (HMIS) and other data sources. The Analyst will work with TCP's Policy & Programs team on data-driven projects and information requests throughout the year. The Analyst will also assist with ongoing efforts to improve data quality and will monitor program and system wide performance.

SALARY: \$65,000.00 - \$85,000.00 (Depending on Experience)

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Works with other TCP staff to complete HMIS data-driven projects such as the annual Point in Time Count and the Longitudinal Systems Analysis, and uses HMIS to prepare reports on the state of homelessness in the District of Columbia for TCP's Board and Executive Director, funders, the DC Interagency Council on Homelessness and its committees, and other community stakeholders
- Assists the Chief of Policy and Programs with the administering the Continuum of Care's Performance Quality Initiative (PQI) to report on program- and system-level outcomes and performance measurement using HMIS data
- Prepares community reports and factsheets on the work of TCP, the homeless services Continuum of Care, and other related issues homelessness.
- Monitors progress toward federal and local Strategic Plan goals and programmatic outcomes
- Coordinates with governmental agencies' "data teams" to facilitate useful integration of HMIS data with other systems to facilitate service delivery and inform policy
- Other duties as assigned as deemed appropriate.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- Bachelor's degree in the social service field, with 3-4 years' experience analyzing data, preparing reports, and presenting results; Master's degree a plus.

- Homeless services experience, especially with affinity group populations (veterans, youth, etc.) is preferred but not required.
- Experience using an HMIS (particularly ServicePoint and its advanced reporting tools) to complete projects such as PIT and AHAR (and other reporting functions) is strongly preferred.

REQUIRED SKILLS AND ABILITIES

- Advanced computer literacy, demonstrable skill with the Microsoft Office Suite, and experience with software used in a typical office environment; HMIS experience, particularly ServicePoint, is a plus.
- Excellent communication skills, to include the ability to communicate clearly in email and technical writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc).
- Understand the evolving role of data and its importance in efforts to end social problems such as homelessness
- High level of attention to detail
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks on varying timetables, including project planning
- Ability to conduct self-directed work as well as function as a part of a team.

APPLICATION PROCESS

- Email your resume and a cover letter, which should include your salary requirements and your specific role in projects involving data analysis, to Tom Fredericksen tfredericksen@community-partnership.org with Analyst in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).