



## JOB ANNOUNCEMENT

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

### **POSITION SUMMARY:**

The Homeless Management Information System (HMIS) Specialist is primarily responsible for maintaining records in HMIS for programs for which The Community Partnership has assumed HMIS data entry responsibilities. This will involve working with TCP's Housing Team, provider agencies, and other partners to ensure that HMIS is up to date with current rosters of program participants, and that participant records include all data elements required for TCP to meet its reporting obligations. The HMIS Specialist will also assist with preparing deliverables for TCP's HMIS funders and will assist with other administrative functions related to completing data and reporting projects.

**SALARY:** \$55,000.00 - \$65,000.00 (Depending on Experience)

### **ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:**

- Maintaining program rosters and updating records as necessary in HMIS for select programs in TCP's portfolio;
- Assisting with the completion of reporting projects including but not limited to the Weekly Occupancy Report, Daily Census, and monthly dashboards;
- Assist the Policy and Programs team with administrative HMIS record maintenance;
- Conducts regular reviews of client level data to ensure completeness and congruity, particularly for universal data elements, income documentation, disabilities documentation and chronic homeless status;
- Assist with data-focused projects such as the Point in Time Enumeration, the Longitudinal Systems Analysis, and other requests as received by the TCP leadership, District government, and the community;
- Enhance TCP's ability to disseminate information by creating data reports, enhancing existing reports, and facilitating data sharing when required;
- 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 with 1-3 years of experience providing data quality oversight, training and/or database maintenance (OR high school diploma or equivalent with 2-4 years of experience) required. Experience specifically with HMIS/ServicePoint a plus
- Prefer candidates who can demonstrate experience with high level use of data systems and analysis tools and who have held a position in which training of users was part of the job duties.

### **REQUIRED SKILLS AND ABILITIES**

- Advanced computer literacy and expertise with software use in a typical office environment
- 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 at the same time.
- Ability to conduct self-directed work and/or function as a part of a team.

### **APPLICATION PROCESS**

- Apply for this position through the TCP career center [Recruitment \(adp.com\)](#)
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

*TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day on site, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP contractors must also follow all health and safety protocols established by TCP to help maintain a safe workplace and healthy environment.*

*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 contractors, employees or applicants for employment. Personnel or selection decisions shall be based on merit and the ability to perform the essential functions of the work, 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).*