

**Manager of Data and Internal Capacity Building**

**Job Description**

**Responsibilities**

Data Collection and Reporting:

* Customize data collection and reporting needs for local community and provider partners participating in HMIS;
* Work with ED and provider partners to prioritize data collection and reporting activities including Coordinated Entry
* Monitor and analyze data on programmatic goals and outcomes

• Collect and summarize program outcomes goal achievement

• Produce quarterly performance reports for all program departments

* Assist with the development and implementation of data collection instruments for surveys and focus groups
* Support program staff in interpreting and using analysis for program improvement
* Support and provide ongoing reporting to provider partners regarding performance measurements
* Ensure proper collection and submission of data per HUD and/or CoC requirements

Internal Capacity Building:

* Serve as editor and/or grant writer for funding opportunities; support activities for the submission of the annual application for HUD CoC Program funding
* Assist with development and implementation of organization policies and procedures that includes managing a system of collecting, revising and implementing policies and standard operating procedures for programs
* Assist with developing processes for quality assurance/regulatory compliance and support their implementation
	+ In collaboration with program leadership develop external audit response and corrective action plans
	+ Provide guidance to program leadership and staff on best practices related to quality

care and clinical documentation

* Investigates new opportunities or strategies to support the mission of the organizations
* SOAR –SOAR is a program that assists persons who are homeless or at risk of homelessness with applying for SSI/SSDI. Supervision and management of two (2) FTE SOAR Benefit Specialists, liaison with Social Security Administration and programs

Perform other related duties as requested

**Qualifications**

* Higher educational degree, social work, public administration, or related fieldis preferred; experience can be substituted using the ratio of 2 years of relevant experience equal to one year of education
* Extensive knowledge and at least five years experience working in the provision of homeless housing and services
* Must be proficient in data collection, analysis, and reporting
* Ability to work in collaboration with a diverse set of community partners
* Ability to build consensus toward common goals
* Excellent writing, verbal and interpersonal communication skills
* Ability to work independently and enjoy a variety of responsibilities
* Must be able to manage multiple tasks and priorities simultaneously
* Proficiency with Microsoft Office Suite and Mastery of Microsoft Word and Excel. Knowledge of HMIS or similar database and Tableau a plus.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.

**Requirements**

* Employment eligibility verification
* Valid NYS Driver’s License

**Send Resume to:**

Connie Sanderson

Partners Ending Homelessness

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