

CITY OF CHATTANOOGA
Classification Specification Title: HMIS Data Specialist

Department: Community Development

Pay Grade: GS.06

Supervision Received From: Program Coordinator

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 7/1/21

Revision Dates: 4/2/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Under the supervision of the Homeless Program Coordinator, the HMIS Data Specialist serves as the lead agent in overseeing all data inputs, entry and exit tracking, management of grant fund payments, and HMIS data reporting. Beginning with the outreach team, the HMIS Data Specialist coordinates the recording of all outreach contacts made, needs met and services provided, collected assessment data, and any updates to identifying information regarding the program's unhoused clients.

The HMIS Data Specialist also assists service coordinators in documenting services provided to clients within the program, including managing those staying in City-approved shelters via HMIS. The HMIS Data Specialist aids as well in the housing navigation process, tracking payments made for rent and utility assistance using grant funding through HMIS.

Outside of HSD, the HMIS Data Specialist maintains regular contact with the CoC's anchor organization to ensure the highest level of reporting accuracy, compliance, and ethical standards and works with other service providers as needed to ensure the most effective use of services is taking place. Above all this, the HMIS Data Specialist is expected to seek the most thorough leveraging of data and efficiency in data management in order to fulfill the program's goals and priorities.

NOTE: This is grant-funded through September 30, 2022.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Maintain ongoing working knowledge of HMIS database (Service Point), HSD program operations, and program reporting requirements.

Remain informed of current HUD data and technical standards, as well as other local, state, and federal regulations and guidelines for the implementation of an HMIS, and work with other HSD staff and CoC organizations to ensure HMIS compliance.

Regularly monitor and review existing data for appropriate and complete entry of required data elements into the HMIS, and provide oversight for and feedback on the timeliness, completeness, accuracy, and consistency of data collected. Cooperate with HSD outreach and service coordination staff to oversee the logging and tracking of all outreach contacts, needs met, services provided, and program entry/exits in Service Point.

Serve as the primary contact point for all HMIS-related questions within the division as well as provide training and oversight to all other HSD staff regarding data entry in HMIS.

Generate reports from Service Point data for the purposes of internal tracking, reporting, and grant applications

Work with the program coordinator to conduct internal evaluations of program processes and outcomes. Annually review and update HSD HMIS procedures according to any emerging data standards best practices.

Facilitate the timely submission of the CAPER, Point in Time (PIT), and other such reports as requested.

Input HUD and other federal agency required data into federal reporting systems as needed

Attend weekly meetings and report to the Homeless Program Coordinator.

Occasionally accompanying outreach workers to encampments in the city and remote encampments in the wilderness which may include traversing difficult terrain. Assisting in coordinating volunteers during the annual PIT count as well as participating in PIT count data collection, which may include driving and walking long distances.

All other duties as assigned by the Program Manager.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Agency and the employee and is subject to change by the Agency as the needs of the Agency and requirements of the job change.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's degree in social services or a related field, and one (1) year of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education. Willing to work as a general case manager, providing on-site services, as staffing and client needs may require.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION

Strong data management required. Experience with various data management software preferred; experience and knowledge of Service Point a plus. The ideal candidate will have the ability to manage and record data; effectively summarize, analyze, and use data; navigate, and explore, and familiarize themselves with database software; understand and uphold data integrity, maintaining a thorough knowledge of data definitions and data accuracy expectations; develop evaluative uses for collected data for the purpose of process improvement.

Skill in prioritizing work; analyzing basic data and reports; creative problem solving; situational awareness; handling multiple tasks simultaneously; collaborating with external partners; and, excelling in communication and interpersonal skills as applied to interaction with coworkers, supervisor, outside agencies, homeless neighbors and others, sufficient to exchange or convey information and to receive work direction. Ability to work independently with minimal supervision. Ability to work as a team member. Ability to relate well with clients and staff. Reliable transportation and a valid driver's license will be needed to travel throughout the 11 county service area. A strong candidate will have excellent communication skills.

PHYSICAL DEMANDS: This position is classified as sedentary work. Sedentary work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT:

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.