



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Homeward Bound Program

HMIS/Administrative Specialist Job Description

GENERAL RESPONSIBILITIES

The Homeless Management Information System (HMIS) Specialist assists in ensuring the systems are functioning and meeting implementation of the U.S. Department of Housing and Urban Development and Macon County Continuum of Care procedures. The position will assist in building collaboration between partners to assess households through the process of assessment and connection with housing partners in HMIS. This position will provide program support to the Dove-Homeward Bound staff and HMIS/CES project by assisting with technical training related to file accuracy, data collection, reporting, and tracking through HMIS. The HMIS Specialist will assist with all HMIS duties including data entry, reporting, and other database-related duties to ensure the accuracy and timely submission of the data. The position is grant-funded.

EXAMPLES OF WORK

- Conduct data analysis and provide recommendations regarding regional-level gaps, needs, and areas for support.
- Support the implementation of HMIS/CES Policies and Procedures among participating agencies.
- Assist with providing ongoing and intensive technical assistance to HMIS and CES participating agencies.
- Assist with presentations and training to existing and prospective HMIS and CES participating agencies.
- Track CES referrals and housing outcomes for participating agencies.
- Assist with ensuring accuracy, and generating HMIS reports for required reporting purposes, such as Annual Performance Reports (APR), Point-in-Time (PIT), Housing Inventory Count (HIC), Longitudinal Systems Analysis (LSA), Homeless Reporting System, etc.
- Participate in all HMIS system update trainings.
- Provide support for all elements of the HMIS and CES, as directed by the supervisor.
- Provide assistance with front desk coverage
- Other duties as assigned.

QUALIFICATIONS

- Minimum of 2 years of experience with data analysis, or related professional experience.
- Knowledge of federal policy, program guidelines, documentation practices, and reporting procedures for HMIS and CES is highly preferred.

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- Ability to establish excellent relationships and work cooperatively with individuals, groups, and organizations.
- Strong written, verbal, and presentation communication skills. Ability to communicate clearly.
- Strong time management skills and the ability to multi-task and prioritize in a fast-paced environment, while exercising sound judgment.
- Strong analytical skills and abilities.
- Proficient in computer operations as well Microsoft Outlook, Word, Excel and PowerPoint.
- Pre-employment background as required by program grants and the Dove, Inc. Personnel Policy.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The salary range is from \$32,000 to \$34,000 annually with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance for (30 hours a week or more), life and disability insurance (25 hours a week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time position, 40 hours a week, and it is subject to the Fair Labor Standards Act. The HMIS Specialist reports to the Dove-Homeward Bound Program Director. A program office is located at 788 E. Clay Street. Days worked may include weekends, evenings, and/or holidays. This position is exempt from the requirements of the Federal Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER
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