



Mid-Columbia Community Action
Council Serving Hood River, Wasco, and
Sherman Counties
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www.MCCAC.com

Job Announcement: Homelessness Data Management and Technical Assistance Specialist

Position will remain open until filled with initial interviews taking place **Wed. June 1st, 2022.**

Why work at MCCAC?

Mid-Columbia Community Action Council (MCCAC), located in heart of the beautiful Columbia River Gorge, serves Hood River, Wasco and Sherman Counties. MCCAC offers programs and services to ensure our most vulnerable community members have access to healthy, safe, stable and affordable housing. This is accomplished through our housing, energy/utility payment assistance and weatherization programs. MCCAC envisions a thriving community where our friends and neighbors have opportunities to be successful and thrive.

Job Purpose:

The Homelessness Data Management and Technical Assistance Specialist is primarily responsible for supporting MCCAC staff and subrecipient organizations to enter, update, and maintain confidential client information collected from service providers into the Homelessness Management Information System (HMIS) database in a timely and accurate manner.

This position will serve as the regional point of contact for any and all technical assistance needs for MCCAC and its grant subrecipients, as it pertains to HMIS. The Homelessness Data Management and Technical Assistance Specialist must be responsible and reliable; maintain confidentiality; demonstrate comfort and confidence with technology; and exhibit integrity, a high level of attention to detail, and a strong commitment to the mission and values of the Mid-Columbia Community Action Council. The Homelessness Data Management and Technical Assistance Specialist must also have strong oral and written communication skills, be solution-oriented and proactive, and enjoy providing technical support to other people.

Duties, Tasks, and Responsibilities:

Training and Technical Assistance (30%)

- Provide training and technical assistance to MCCAC staff and regional service providers participating in the HMIS data entry system
- Communicate, verbally and in writing, with MCCAC staff and other regional service providers to ensure accurate data collection and timeliness of HMIS submissions

Data Entry Workflow Development and Implementation (50%)

- In coordination with MCCAC staff and other regional homelessness service providers, enter confidential client demographic and service data into the web-based Homeless Management Information System (HMIS), ServicePoint™, including all HUD-required universal data elements (within two days of initial intake conducted by casework staff)
- In coordination with MCCAC staff and other regional homelessness service providers, update client data in HMIS throughout the time a client is in one or more homelessness prevention or stabilization programs
- Participate in HMIS training and meetings.
- Other duties as assigned

Program Compliance and Reporting (20%)

- Ensure compliance with all contractual requirements for HMIS data entry for the Emergency Solutions Grant COVID-19 (ESG-CV), and other applicable programs
- Assure that all required systems and records are maintained and up-to-date
- Run and reconcile reports to ensure system data quality and timeliness
- Identify, correct, and report data entry errors and omissions
- Provide reminders to participating agencies when quality control work is required in HMIS
- Work independently and as part of a team to achieve program goals, including assisting with other HMIS data needs as they arise.
- Participate in HMIS training and meetings.
- Other duties as assigned

Desired Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- Stellar critical thinking abilities, and demonstrated experience with proactive problem-solving
- Organized, accurate, and concise with attention to detail
- Excellent teamwork skills
- Experience providing training and technical assistance to others
- Experience working with technology and willingness to learn more
- Knowledge of Department of Housing and Urban Development (HUD) and State of Oregon housing assistance programs a plus
- Homelessness Management Information System (HMIS) experience a plus
- Bilingual a plus

Qualifications:

- Minimum of High School diploma or GED equivalent required
- Degree or certification in Information Technology, Data Analytics or other fields with demonstrated relevance to role a plus
- Experience in homeless or social service programs a plus
- Knowledge of current best practices related to housing and homelessness a plus

Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- MCCAC is an equal employment opportunity provider.
- Location: Position can be remote, hybrid, or in-person (with office space in MCCAC's main office in The Dalles, Oregon or satellite office in Hood River, Oregon). The person in this position must also have a valid driver's license and be able to drive to the Mid-Columbia Gorge (Hood River, Wasco, and Sherman Counties) an average of once per month, or as needed to provide in-person training and technical assistance to MCCAC staff and subrecipients.
- Fair Labor Standards Classification: Full-Time, Exempt
- Reports to: Housing Stabilization Program Manager

Salary and Benefits Information:

- Salary: \$40,000 annually, with 3% pay differential for bilingual candidates
- Benefits: MCCAC offers an excellent benefits package including Blue Cross medical insurance with the agency covering 90% for employees and dependents. Dental and vision coverage. Life insurance, 401k, paid vacation and sick leave.
- Limited duration position (through June 2023), with possibility to extend (funding dependent)

To Apply:

Submit resume and cover letter to khovath@mccac.com. Cover letters should include why you are uniquely qualified to serve in the position and what strengths you would bring to the role. Veterans, people of color and people with lived experience of homelessness are encouraged to apply.

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