

## EMPLOYMENT OPPORTUNITY

### Resource Center Data Specialist

The Resource Center Data Specialist leads the Homeless Management Information System (HMIS) engagement for Skagit County through support and training of system users and monitoring of data quality. This position also supports the Resource Center team with various data support and is responsible for planning and implementing our community's Annual Point in Time Count as mandated by HUD. This is a full time position at 37.5 hours per week, out of our Mount Vernon office.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Act as lead for Skagit County in data tracking (HMIS), offering partner agencies training, technical assistance and support.
2. May be asked to provide data entry support to other staff as needed.
3. Serve on EmpowOR administrative team and support Resource Center staff in its use.
4. Provide user training and support for data systems, supplementing standard training required by the Department of Commerce; document policies and procedures for data input.
5. Attend regional and statewide trainings for data systems.
6. Act as Skagit County HMIS liaison with the Department of Commerce, including responding to requests for data and performance reports.
7. Plan the Annual Point in Time Count for our community, as mandated by HUD. Includes working with volunteers and other departments for planning, recruiting volunteers and in-kind donation drives, as well as working directly with Commerce regarding survey forms and data entry.
8. Complete data entry for annual Point in Time Count, and serve as liaison with the Department of Commerce to compile corresponding reports and fill gaps in PITC data for all Skagit County providers.
9. Ensure compliance with HUD Data Standards, monitoring changes, and assisting program staff in implementing changes to data gathering processes and documents.
10. Maintain regular schedule of data reports for management review of data quality and timeliness of data entry.
11. Act as back up for Service Screeners, Resource & Coordinated Entry Specialist as needed.
12. Participate in agency staff meetings and trainings, as required
13. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- AA Degree in Computer Science or related field preferred.
- 2 Years of previous database management experience; prefer additional experience in education, government, non-profit or human service agencies.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

**License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

**Skills and Abilities**

- Spanish/English bilingual desired.
- Ability to represent agency professionally and effectively with community partners.
- Work independently, and as a team member.
- Detailed accuracy in work product.
- Strong organization and time management required, with ability to multi-task.
- Ability to rapidly learn databases.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Adobe Pro and Outlook; HMIS.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

**COMPENSATION AND BENEFITS:**

Starting wage between \$18.78 - \$20.74 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 13 Paid Holidays per year
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

**TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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