

Coalition for the Homeless Job Description

Revised: September 13, 2013

Title: HMIS Administrator

Summary: This position is responsible for all activities required to coordinate the Louisville Metro Continuum of Care Homeless Management Information System (HMIS) created to track homeless services. They are also responsible for management of the computer, server and office phone system and updating social networking including website, Facebook and Twitter.

Reports to: Continuum of Care Director

Direct Reports: All subcontractors for HMIS

Classification: Regular Full-Time Professional

Minimum Requirements: Bachelors Degree in a related field with three years experience in technical services. Familiarity with computer systems (knowledge of Servicepoint and Wordpress preferred). Ability to work with diverse groups and experience managing other people. Excellent communication skills and attention to detail. Must own personal insured vehicle.

Duties:

- 1) Oversee HMIS subcontractors which includes recruiting, contracting and supervising all work.
- 2) Oversee the HMIS budget which includes working with the Continuum of Care Director and Executive Director to create an annual budget and meeting as needed to review and address variances in the budget versus actual.
- 3) Oversee the management of the Metro Louisville Homeless Management System created to track homeless services in Jefferson County, Kentucky. This includes maintaining the database and making updates to stay in compliance with the requirements of the U.S. Department of Housing and Urban Development.

- 4) Oversee process to address technical assistance needs and technology requests of HMIS participant agencies within one week of the request.
- 5) Oversee training to HMIS participant agencies when changes occur or as needed due to staff turnover.
- 6) Work with the CoC Director to document the annual point-in-time count and Stand Down/Project Homeless Connect services of the homeless in accordance with U.S. Department of Housing and Urban Development requirements.
- 7) Provide HMIS reports as required by the U.S. Department of Housing and Urban Development and CoC Director.
- 8) Participate in Metro Louisville CoC meetings.
- 9) Coordinate HMIS management with Kentucky Housing Corporation and providers to insure program success.
- 10) Oversee the management of all Coalition for the Homeless technical systems including computers, phone systems and InterNet.
- 11) Update all social media outlets with information from other staff and members including Website, Facebook and Twitter.
- 12) Maintain photos of existing office furniture and equipment for insurance purchases and maintain a list of any new equipment purchased annually for the audit.
- 13) Maintain HMIS system to meet needs of CoC, CoC Advisory Committee and Single Point of Entry system.