

Title: HMIS Data Analyst

Summary: This position is responsible for assisting with all aspects of operating and maintaining the Homeless Management Information System (HMIS) data system in the Louisville/Jefferson County Continuum of Care with an emphasis on data analysis and reporting.

Reports to: HMIS Project Administrator

Direct Reports: None

Classification: Regular Full-Time Exempt

Salary Range: \$55,000 - \$60,000 annual salary, negotiable based on experience

Hybrid Schedule: Positions at the Coalition for the Homeless are currently hybrid with employees working from home up to two days a week with supervisor approval and in the office the remainder of the week.

Description:

Homeless Management Information System (HMIS) is a web-based data system which collects homeless services and related data from shelters, supportive service providers, and public agencies working to serve homeless and at-risk clients in Louisville/Jefferson County. As the HMIS Data Analyst for the Louisville, Kentucky Continuum of Care, you will serve as a vital link in the effort to address homelessness and improve the quality of services within our community. Your role will encompass the full spectrum of HMIS data management and analysis, from data collection and validation with a focus on in-depth reporting and presentation. HMIS staff are responsible for ensuring adherence to HMIS data standards, overseeing the creation of informative reports, and presenting data insights to city leaders, citizens, and the homeless services community. Your expertise will play a pivotal role in tracking and assessing System Performance Measures, Longitudinal Statistical Analysis, Point In Time counts (PIT), and Housing Inventory Counts (HIC), ultimately contributing to evidence-based decision-making. Additionally, you will provide essential training and support to users, serve as a troubleshooting resource, and maintain data quality, all while safeguarding data privacy and security. Your work will be instrumental in helping the Louisville Continuum of Care combat homelessness and improve the lives of those in need.

Essential Functions:

Under the supervision of the HMIS Project Administrator, the HMIS Data Analyst will assist with the following activities:

- **Report Writing:** Generate comprehensive reports based on HMIS data to support decision-making and policy development.
- **Report Creation:** Design, create and support new report templates as needed.
- **HMIS Data Standards:** Ensure compliance with HMIS data standards, continually evaluating and implementing updates as necessary.
- **Data Presentation:** Present HMIS data to city leaders, citizens, and the homeless service community to inform and engage stakeholders.
- **Training:** Conduct new user training and provide refresher training sessions as required.

- **Data Quality Assurance:** Assist in evaluating and maintaining data quality, offering guidance and solutions for improvement.
- **Deep Dive Data Analysis:** Conduct in-depth data analysis focusing on HUD required reports, such as the Continuum of Care's (CoC) system performance measures, the Longitudinal Statistical Analysis (LSA) report, Point In Time counts, and the Housing Inventory Count.
- **Data Visualization:** Create clear and informative data visualizations, charts, and graphs.
- **Trend Analysis:** Identify and report on trends in homelessness data to support long-term planning and intervention strategies.
- **Meeting Leadership:** Lead various quarterly meetings throughout the year, facilitating discussions and sharing insights on HMIS data.
- **Troubleshooting:** Serve as a troubleshooter for all users and address any HMIS (reporting and non-reporting) issues promptly.
- **Training Materials:** Develop, maintain, and publish training materials to support user education.
- **System Maintenance:** Ensure that updates to the system are implemented correctly and in a timely fashion, that all assessments are in place and that project shells reflect the latest data standards updates. The position will also create new HMIS projects as needed.
- **Data Entry and Validation:** Oversee accurate and timely data entry while validating the completeness and correctness of data.
- **Data Privacy Compliance:** Ensure that HMIS data handling complies with privacy regulations and best practices.
- **User Support:** Offer ongoing assistance and support to users, addressing their questions and concerns.
- Other duties as assigned.

Minimum Requirements:

The HMIS Data Analyst position requires a Bachelor's Degree or Associate's Degree as a minimum educational qualification. Proficiency in utilizing data analysis tools such as Excel, Business Objects/SAP, Tableau, Microsoft BI, or SPSS. Eligibility to work in the United States. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Can effectively present information and respond to questions from groups of managers, governmental bodies, and the general public. Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Capacity to define problems, collect data, and establish facts to draw valid conclusions. An understanding and empathy for those experiencing homelessness.

Benefits:

- Medical, dental (employee option), vision (employee option), life, and short-term disability insurances
- SEP/403(b) with 7% contribution
- Up to 15 days paid vacation leave in first year
- Up to 12 days paid sick leave
- Up to 10 paid holidays

- \$30/month health/self-care reimbursement.

For full benefits, see our [website](#).

The Coalition for the Homeless is an equal-opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations.