



**HOUSING RESOURCES, INC.**  
**Closing Date: July 19<sup>th</sup>, 2021**

**Job Title:** Data System Specialist

**Description:**

The Data Systems Specialist is responsible for the accurate transfer of data from paper files to computer files; updating, entering, maintaining and retrieving information held on various computer systems. This role is also responsible for assuring the coordination and compliance of program data. All data team members are expected to cross train and be able to perform the essential functions of the team. These functions are to be accomplished within the framework of established policies, procedures, and both internal and external funder requirements.

**PRINCIPAL ACCOUNTABILITIES:**

1. Input and review data for accuracy and completeness into ServicePoint (SP), the Homeless Management Information System (HMIS) HMIS system to produce accurate reports of agency outcomes and demographics.
2. Work with internal staff to facilitate accurate and timely data reporting.
3. Provide quality assurance and adhere to oversight entities' regulations regarding client case files.
4. Assist the Data Manager in maintaining client file compliance with all internal and external contract, policies, procedures, regulations and laws.

**POSITION SPECIFICATIONS/SCOPE:**

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High School Diploma required. Associate degree in computer science, data processing (or equivalent education and experience) preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Computer knowledge required
- Highly proficient in Microsoft Office Suite.
- Experience working with a diverse group of individuals.
- Must be detail-oriented, maintain confidentiality and possess strong organizational skills.
- Demonstrated flexibility with working independently and as a team member.
- Professional work and punctuality habits are necessary to accomplish organizational goals.
- Maintain an energetic approach and have a strong work ethic
- Ability to work effectively with diverse populations

**Hours:**

**Full Time Position:**

Monday thru Friday: 8:30am to 5:00pm\*

\*Early morning, evening and weekend hours may be required as the organization's needs dictate.

**Compensation:**

\$15.00 hr.

This is a non-exempt position.

Paid Time Off

Health Insurance that includes vision, life and dental

401(k)

To apply, please submit a cover letter and resume via email to [HR@housingresourcesinc.org](mailto:HR@housingresourcesinc.org).