Title:	**HMIS Data Analyst**
Pay Type:	Salaried
FLSA:	Exempt
REPORTS TO:	Director of HMIS
COMPENSATION:	**$40,000.00 - 45,000.00**

POSTION OVERVIEW:
Handles data analysis as requested by contracted Continuum of Care partners

The **Metro Dallas Homeless Alliance (MDHA)** leads the development of an effective homeless response system that will make the experience of **homelessness** in Dallas and Collin Counties **rare, brief, and non-recurring**. MDHA brings together more than 85 shelter, housing and supportive services programs in retooling homeless services into a crisis response system.

MDHA's mission rests on the **2009 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act**, and **Home, together** (the successor to **Opening Doors**) the national strategic plan to end homelessness, established under the Act.

One of MDHA's roles under the HEARTH Act of 2009 is to administer the **Homeless Management Information System (HMIS)**, the federally mandated community wide database, that drives improvement of homeless services programs. MDHA's HMIS currently serves about 16,972 persons.

The HMIS Data Analyst will be committed to the ongoing support of Homeless Management Information System (HMIS) data management working to complete daily tasks toward the preparation of reports generated from the HMIS data and HPL data.
Essential Duties and Responsibilities:

- Study, review, analyze and comprehend HUD collected data with the CoC HMIS.
- Study, review, analyze and comprehend non-HUD collected data within the HMIS.
- Study, review, analyze and comprehend HUD documentation like HMIS dictionary, HMIS Standards and any other HUD published specifications.
- Provide system analysis and reporting for the Dallas Homeless Response System (DHRS).
- Generate, build and publish reports and Dashboards using HMIS Reporting Tools, Tableau, Microsoft Power BI, or Excel, etc.
- Prepare, analyze and submit complete and accurate monthly, quarterly, annual and on-demand reports by the due date with included graphics when necessary to communicate the information being provided.
- Identify and assist non-participatory organizations/agencies with participating in sharing data with the HMIS.

- Assist with required reports due to HUD to include data and narratives for Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).
- Develop HMIS Software skills to assist the HMIS team in various HMIS Administration tasks.
- Report HMIS errors, problems and inconsistences into the vendor's helpdesk.
- Assist HMIS team with completing Data Quality Reports on a quarterly basis and correcting issues identified in data quality reports.
- Attend Texas HMIS Administrators Monthly call and the bi-monthly HUD Region 6 CoC/HMIS Call.
- Performs all other duties as assigned.

JOB QUALIFICATIONS:

- BA/BS preferred and/or direct experience with HMIS software.
- Data base administration experience required.
- Proficient in Microsoft Office i.e. Word, Excel, PowerPoint, Outlook, and experience with tool to create dashboard and data analysis. Power BI preferred.
- Excellent computer skills with attention to data details.
- Being able to concentrate and function under stressful environment.
- Demonstrate advanced communication skills, and the ability to communicate with all levels of management, staff, and external clients, especially those who are not well versed in computer technology.
- Primary work schedule will be Monday through Friday and some weekends if needed, approximately 8am – 5pm. Hours may vary to accommodate seasonal intake schedule changes at homeless emergency shelters.
- Comfortable working with persons experiencing homelessness.
- Must pass a criminal background check due to access to personal identifying information.
- Must have reliable transportation. MDHA reimburses mileage accrued for business purposes on a monthly basis at the IRS rate ($.58 cents per mile).
- Able to work assertively and with independence and comfortable with supervisory communication through emails, phone and texts as needed.
- Able to sporadically work on weekends, late at night or very early in the morning as needed.

Health, dental and vision care benefits included. To apply, please send cover letter and résumé to Alexandra Espinosa at aespinosa@mdhadallas.org.