



thePLACE

JOB DESCRIPTION

Job Title:	Data and Evaluation Coordinator
Location:	Colorado Springs
Department:	30 – Program Oversight
Reports to:	Director of Programs
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

JOB SUMMARY

Under supervision of the Director of Programs, the **Data and Evaluation Coordinator** leads data collection and data analysis efforts to help the organization make strategic evaluations in program delivery. This position will be responsible for facilitating continuous improvement and adherence to data quality standards for The Place's staff using the HMIS (Homeless Management Information System) collecting client-level data. Responsibilities include producing reports on key performance indicators for program evaluation and grant reporting to demonstrate outcomes of The Place mission supporting youth experiencing homeless or at risk of homelessness.

This position will ensure that interactions, interventions, and environments at The Place are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- A Bachelor's degree in business, statistics, computer science, or another data-related field and extensive proficiency in Microsoft Excel; OR a high school diploma and a minimum of three (3) years of related experience working within databases, pulling data reports, and analyzing data and extensive proficiency in Microsoft Excel; or equivalent combination of education and experience
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel), and requires extensive proficiency in Microsoft Excel
- Motivated self-starter who possesses sufficient attention to detail and resourcefulness skills to check their work for accuracy.
- This role requires working closely with others, especially supporting leadership; the person in this position must be a good team-player and be open to collaborative approaches to their work
- This role requires a moderate amount of training; the person in this position must be able to become proficient in the HMIS database and be comfortable teaching new employees how to use it
- Experience with youth experiencing homelessness and/or residential supervision preferred
- The ability to connect well, work effectively and communicate in a culturally responsive manner with a diverse population
- An understanding of trauma informed interactions and/or a willingness to learn and adopt this approach
- Ability and desire to work within a crisis intervention agency
- Understanding of the provision of and commitment to trauma informed care and positive youth development
- Must be insurable as a driver on The Place's auto liability policy to transport youth using an approved personal vehicle
- Must pass both federal and state background checks
- Must pass pre-employment TB screening

WORK SCHEDULE

This position is full-time (40 hours per week) in an assigned schedule to be determined by the Director of Programs. Requires some flexibility to attend meetings.

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

- Assist with ongoing audit of agency's client/program database to ensure compliance and accuracy of data and coordinate with programs to correct and maintain quality data
- Ensure program data collection, usage, and storage meets compliance and agency standards
- In conjunction with the Program Manager and Director of Programs, run regular program progress reports to support outreach, shelter and housing on-going evaluation and reporting
- Coordinate, track, and provide HMIS new user training
- Work closely with Director of Programs and Grants and Compliance Manager to provide HMIS coaching to teams around data collection and data quality processes and procedures
- Assist in the maintaining, updating or developing HMIS forms and training materials as needed
- Assist with managing HMIS technical tickets
- Assist in identifying opportunities for improvement and system enhancements to further support data collection, report generation and overall data access
- Attend & participate in team meetings and work closely with the Pikes Peak Continuum of Care HMIS team as requested
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements.

PROFESSIONAL PERFORMANCE

- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of agency business
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity; while promoting the philosophy of trauma informed care in interactions with youth, staff and individuals both internally and externally
- Support positive youth development and youth involvement in decision-making processes

PHYSICAL REQUIREMENTS

- Employee frequently is required to sit. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and occasionally stoop, kneel, or crouch
- Requires manual and finger dexterity and eye-hand coordination
- Able to speak and write the English language in an understandable manner
- Requires the ability to use department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position requires frequent use of computer and phone
- Able to hear well enough to communicate with employees and others
- Ability to meet youth off-site at youth housing
- Able to lift up to 50 lbs

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. The Place may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date