

# Job Description

**Title:** Data Coordinator

**Regular Full Time:** 40 hours per week

**Starting Hourly Rate:** \$28.85 - \$31.25

**Grade:** n/a

**Reports to:** Program Analysis Manager

**Non-Exempt**

**Unit:** Operations

**Start Date:** August 2022

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## OVERVIEW:

Do you love data and spreadsheets, with a strong attention to detail, gathering information from clients and supporting staff? Are you a mission-driven, hands-on, administrative professional looking to contribute to a vibrant, innovative nonprofit organization that values justice, equity, diversity, and inclusion? Does ending homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise excite you? If yes, then we want to hear from you!

Homeward Bound of Marin is seeking a Data Quality Administrator to collect and enter data for our culinary and social enterprise programs and to ensure a high level of data quality for our CalAIM program, training and supporting staff with their client data.

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## MAJOR RESPONSIBILITIES:

### Program Data Collection and Entry

- Collect participant data, requesting and supporting participants to complete forms accurately.
- Contact former participants to request follow-up data.
- Enter data into online data systems, including *Homeless Management Information System (HMIS)* and *CalFresh Launchpad*.

### Program Data Support

- Manage processes for CalAIM program, including:
  - Download data collection spreadsheets
  - Support program staff to accurately complete data collection spreadsheets
  - Process spreadsheets for reporting and for use by Finance for billing
  - Manage user access and training for CalAIM online systems
  - Support program staff to request treatment authorizations and to follow-up and make corrections to these requests
  - Onboard and train new staff and provide training and support
  - Manage CalAIM team weekly check-ins

### Data Quality Assurance

- Run *HMIS* reports to check for a high level of data quality, accuracy, and completeness

- Collaborate with program staff to check and improve data quality including HMIS, *CalFresh Salesforce*, and CalAIM.
- Safeguard data security

#### Relationships

- Establish and maintains open, supportive, and collaborative relationships with directors, managers, all other staff members, and program participants.
- Receive referrals through on-line network.

### **QUALIFICATIONS:**

#### **Education or Training Equivalent To:**

- Minimum high school diploma
- BA degree preferred

#### **Experience:**

- Minimum 2-3 years of experience working in an administrative support role
- Experience with Windows and Microsoft Office Suite software, particularly Microsoft Excel
- Experience using database software for entry, reporting, and analysis
- Non-profit experience preferred

#### **Skills, Abilities, & Qualities:**

- Committed to the mission of Homeward Bound of Marin
- High level of awareness and comfort working in a culturally and ethnically diverse work environment
- Must be highly detail oriented and accurate.
- Ability to collect, organize, analyze, and disseminate significant amounts of information
- Clear and organized communication which fosters a cohesive team environment
- Compassionate, kind, understanding, diplomatic, resourceful, and flexible
- Problem solving and critical thinking skills
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor

### **EQUAL OPPORTUNITY**

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.