



COHHIO Seeking HMIS Data Analyst

About Us

The Coalition on Homelessness and Housing in Ohio (COHHIO) is a private, not-for-profit 501(c)(3) agency founded in 1994 and is committed to ending homelessness and promoting decent, safe, fair, affordable housing for all, with a focus on assisting low-income people.

The COHHIO HMIS team currently supports two of the nine Department of Housing and Urban Development (HUD) Continuum of Care (CoC) in Ohio: the Ohio Balance of State Continuum of Care (BoSCoC), as HMIS Lead, and the Mahoning County Homeless Continuum of Care (MCHCoC) as HMIS System Administrator.

Title: HMIS Data Analyst

Position Summary

Under the direction of the CoC Director of the Ohio BoSCoC and in cooperation with other COHHIO HMIS team members, the HMIS Data Analyst is responsible for submitting HUD reporting for the Ohio BoSCoC and supporting the Mahoning CoC in submitting their HUD reporting, maintaining the current open source custom reporting system called R minor, participating in product support and development of custom reporting, and serving as a liaison with project partners, work groups and committees, as assigned.

General Responsibilities

- Develop/maintain knowledge of homeless assistance programs and related initiatives
- Communication – Work closely with project stakeholders and team members to understand data needs and identify/develop potential database solutions
- System Administration – Support project on-boarding, set-up, and all aspects of database management
- Training – Communicate to end users about HMIS, support training efforts, participate in the development of new training content as needed
- Quality Assurance and Reporting – Support HMIS QA and required reporting for federal, state, and locally funded partners and programs
- Help maintain needed policies and procedures and other guidance documents in compliance with federal requirements and best practices
- Support project and partner requests for custom reporting; ensure compliance with federal and state HMIS data standards
- Serve as backstop for Helpdesk issues resolution, escalation support and analytics, including issues related to reports
- Maintain proficient working knowledge of HUD HMIS guidelines, reporting requirements and regulations
- Work with contracted contributors to the R minor open source project through the use of GitHub and other means
- Perform other duties as assigned

Other Responsibilities

- Stay knowledgeable about functional and technical changes with the software vendor.
- Attend meetings as needed
- Participate in policy and data analysis discussions as needed
- Maintain related documentation and records as needed and appropriate

Minimum Qualifications and Requirements

Experience and Education

- Bachelor's degree from an accredited four-year college or university or equivalent experience or training (i.e., information systems management, statistics, social sciences)
- One to three years of technical, project-based experience or training

Required Background/Knowledge

- Knowledge of basic office equipment and technology; excellent computer skills
- Microsoft Office Suite (Word, Excel, Outlook, etc.)
- PowerPoint
- Proficient use of inter- and intra-office communication tools such as email, video conferencing, teleconferencing, GoToMeeting, and similar tools
- Experience working with databases via Looker or other platforms that include query building and report design

Demonstrated Skills

- Strong analytical, decision-making, problem-solving, organization, and time-management skills
- Self-motivated with ability to work independently
- Attention to detail and accuracy
- Ability to support process improvement and related tasks, such as documentation, information gathering, and quality assurance
- Understanding of how to define problems, identify/refine data points that are relevant to producing meaningful reports, and apply logic that results in valid, quantifiable results
- Effectively presents information and responds to questions from partner agencies, end users, governmental entities, and community stakeholders
- Provides technical support to individuals with varying levels of technical knowledge
- Understands the evolving role of data and its importance to efforts to end social problems
- Regular, ongoing collaboration with the HMIS and CoC team, including with remote staff
- Can cooperatively or independently author training and procedural manuals or guidelines
- Ability to work effectively and professionally with people from diverse backgrounds
- Ability to learn quickly, anticipate and meet established deadlines, and regularly produce high quality work products in a deadline-driven environment
- Team player and collaborator with a positive attitude

Preferred Background/Knowledge

- Knowledge of and experience with the R package development workflows and Tidyverse package usage
- Experience with data visualization, statistical analysis and dashboarding software (e.g. R Shiny and Looker preferred, Tableau, Power BI)
- Experience in HMIS software (Clarity preferred)
- Experience in analyzing large datasets, particularly human services or public health

Travel/Work Schedule

- When COVID-19 pandemic restrictions are lifted, COHHIO travel expectations are anticipated to be as follows:
 - Occasional out-of-state travel for professional conferences, training, or presentations (generally less than one week for each occurrence)
 - Occasional local or in-state travel for community presentations or onsite implementation support
 - Schedule may fluctuate based on workload
- Remote candidates may be considered

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.



Salary range \$50k - \$70K based upon experience. Benefits available.

Apply for this position

1. Send via email to ericamulryan@cohhio.org
2. Subject line should read: HMIS Position
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions may not be considered