

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Data Integrity Specialist

Reports to: Grant Compliance Manager

Education Requirement: Bachelor's Degree or equivalent education and experience

Position is: Non-exempt, 38 hours per week

Job Summary:

This position is responsible for ensuring data on Families Forward's programs is entered, managed, and reported on reliably, accurately, on-time, and in compliance with all internal and external requirements. This position is responsible for both internal and external quality measures with primary focus on Housing Management Information System (HMIS) data elements as required by the Department of Housing and Urban Development (HUD) funding sources. This position prepares monthly Data Quality reports for all programs, and other scheduled and ad-hoc reports on programs. This position is an active member of the Data and Compliance team and supports all data and compliance functions, including audit, monitoring, and process and program evaluation.

Data Management and Compliance (60%)

- Responsible for the entry, verification, and correction of participant information into centralized databases.
- Ensures all grant required documentation is collected, maintained and all case files are current and grant compliant.
- Understands grant regulations to troubleshoot and determine appropriate course of action when errors are identified.
- Initiates the management and reconciliation of client data and documentation to assure accuracy.
- Oversees the storage, retrieval, and quality control of client information for the program database systems.
- Communicates with program team on ongoing file completion, quality, and timeliness. Flags mistakes, unanswered questions, and inconsistent information to be addressed.
- Develops processes to ensure the timeliness, quality, and collection of program data; organizes workflow process for entering data and documentation.
- Tracks and verifies program staff data and compliance in a monthly report card to improve performance measures.
- Attends required continuum of care and HMIS user meetings in support of data policies and procedures.

System administration, audit, and quality (35%)

- Primary database administrator and vendor contact for HMIS; provides system training & problem solving for HMIS & CiviCore.
- Adapts to changes in data structure and flow in response to new initiatives.
- Provides trainings on system functionality to program staff.
- Strictly adheres to HMIS, Agency confidentiality guidelines, and HUD Data Standards.
- Generates monthly data quality reports and makes data corrections on them proactively and regularly examines electronic and paper data files to ensure accuracy and compliance.
- Support Grant Compliance Manager with audit compliance and grant reporting.
- Completes required performance reports for grants.
- Reconciles grant participants with accounting on a quarterly basis.

Other duties as assigned (5%)

- Attends program, department, and agency meetings, as required.
- Other program duties as assigned.

Job Qualifications:

- Experience working with databases including data entry and reporting.
- At least two years of experience with an HMIS data system strongly preferred.
- Must be analytical, highly detailed, deadline and results driven, and able to enter data with speed and accuracy.
- Strong critical thinking, organizational, and communication skills.
- Knowledge of correct spelling, grammar, and punctuation.
- Strong computer skills (Microsoft Office and customer database systems) required.
- Knowledge of homeless service provision preferred.
- Able to take direction, work independently, and proactively; works under general supervision.
- Able to maintain confidentiality of client and organizational information.
- Maintain valid California Driver's License and State Mandated Auto Insurance.

Pay range: \$25-31 per hour, depending on experience

Please submit resumes to Marissa Hall at mhall@families-forward.org. No phone calls please.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Training skills			Required	
Computer Software: Microsoft Office			Required	
Interpersonal/Communication: Strong verbal & written skills				Required
Language (non-English): Speak & understand Spanish				

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car	X		
Operate forklift			
Ride in car	X		
Travel			
Use telephone	X		
Type or use PC equipment			X
Sit at desk			X
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			X
Loud Noise (warehouse, fork trucks, etc.)			
Very Loud Noise (heavy equipment, etc.)			
Work Environment			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			
Other:			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat	X		
Talk			X
Hear			X
Climb or balance			
Reach with hands or arms			
Reach above shoulder level			
Stand or walk	X		
Use hands to finger/handle/feel			
Push/pull	X		
Special Vision Requirement			
Close vision (clear at 20 inches or less)			X
Distance vision (clear at 20 inches or more)	X		
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			
Lifting/Carrying			
Up to 25 lbs.	X		
Up to 50 lbs.			
Up to 100 lbs.			
More than 100 lbs.			
Working Hours			
Physical presence during work hours			X
Weekends	X		
Overtime	X		

Manager's Approval

Date

Human Resource's Approval

Date