

# Family Services Collaborative

## Job Description

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**Job Title:** Data and Compliance Coordinator

**Reports to:** Administrative Manager

Full-time, 38 hours per week, non-exempt

### **JOB SUMMARY**

Under the supervision of the Administrative Manager, the Data and Training Coordinator provides administrative and analytic support to internal and external agencies, creates reports, monitors and reports key metrics and provides data analysis. Responsible for monitoring, analyzing, and reporting of data from data systems.

### **DATA COLLECTION, EVALUATION AND REPORTING**

1. Responsible for monitoring, analyzing, and reporting of data from database for Program.
2. In coordination with the Administrative Manager, provide data and reporting requirements for the Project.
3. Develop and prepare regular reports, analyses, special projects, presentations, charts, graphs, and other documents as requested.
4. Work within existing systems, including HMIS, to design monthly, quarterly and/or annual reports as requested.

### **TECHNICAL ASSISTANCE AND QUALITY IMPROVEMENT**

1. Provide technical support to ensure data quality in HMIS.
2. Assist individuals and agencies with data entry and training.
3. Troubleshoot and provide end-user support to Users.
4. In coordination with the Administrative Manager, ensure compliance and adherence to Program requirements.
5. In coordination with the Administrative Manager, develop policies and procedures to support standardized processes and streamlines procedures in an organized method.
6. Inform Administrative Manager of critical issues in a timely, concise, logical, and thorough manner.

### **QUALITY ASSURANCE**

1. Perform data quality checks and monitor for statistical trends or deficiencies.
2. Manage an effective set of quality assurance practices.

3. Work within existing systems to manage an efficient and effective process for the collection, storage and analysis of both internal and third-party data sets; identify areas where data quality requires improvement and collaborate with team members to resolve issues.
4. Ability to organize and present data using various applications and apply data visualization principles to develop and present analysis in a clear, simplistic and impactful way.

**ADDITIONAL REQUIREMENTS**

1. The ideal candidate has a minimum of two years working in the social services field, working within nonprofit homeless services, providing data and reporting to experience working with HMIS system.
2. Minimum of a Bachelors' Degree.
3. Freely shares specialized knowledge with others from across the stakeholders to support the Program.
4. Represent the FSC in a professional manner and work collaboratively with stakeholders.
5. Participate in the FSC Data and Compliance Committee, as well as other meetings as identified.
6. Strong communication skills; both written and verbal.
7. Excellent interpersonal skills and desire to work as part of a team.
8. Willingness and desire to participate in unexpected projects and support team in attainment of organization-wide goals and objectives
9. Excellent organizational skills and attention to details; proven competence with collection and management of documentation and paperwork.
10. Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations.

**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. This job description shall be reviewed annually.

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Executive Director's Approval

\_\_\_\_\_  
Date

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Employee's Signature

\_\_\_\_\_  
Date

For consideration, please send your resume to: [echilds@families-forward.org](mailto:echilds@families-forward.org)