



## HMIS System Administrator - Job Announcement

**The Planning Council** – Plans that work to make lives better.

*From children’s services to homelessness, **The Planning Council** has identified issues of regional concern and brought together the decision makers and resources to address the challenges. With expertise in community needs assessments, compliance auditing, research and evaluation, our team partners with local governments and businesses, non-profit agencies, and the faith-based community to address the most vulnerable populations’ needs.*

*As a nonprofit community convener, we administer a variety of local, state, and federal programs to bring the highest quality of care to children, adults, and families in our communities and advocate for initiatives that benefit the region. Since 1941, our dedicated team reaches across geographic boundaries and organizational structures to bring together the right partners to transform ideas into reality.*

*We believe in serving our team and environment well and therefore we have a generous benefits package that includes, but is not limited to, medical, dental, LT and ST disability, life insurance, retirement, an employee assistance plan for all, a liberal PTO program and a paperless system for most of our work-related functions.*

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Join our team and become an integral player in making a difference. We’re hiring!

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### Program Summary

The Homeless Management Information System (HMIS) is an internet-based data collection application designed to capture information about the numbers, characteristics, needs, and provision of housing and services to individuals and families at risk of and experiencing homelessness over time. At The Planning Council, we fulfill the contractual agreement with the Department of Housing and Urban Development as the HMIS Lead Agency - the responsible entity to manage and operate the required functions of the HMIS.

### Position Summary

The **HMIS System Administrator** is part of a team and will be responsible for providing administrative and technical support to the Homeless Management Information System (HMIS) Data Team. This team is responsible for supporting homeless service provider agencies within four Continuums of Care (CoCs) in Virginia:

- the Southeastern Virginia Homeless Coalition – SVHC;
- the Greater Virginia Peninsula Homelessness Consortium – GVPHC;
- the Bringing An End to All City Homelessness Continuum of Care – BEACH – and;
- the Central Virginia Continuum of Care – Lynchburg.

### Essential Functions

1. Monitor Coordinated Entry (CE) data for compliance and completion as prescribed in the Data Quality Plan, including sending reports to agencies missing information and providing and/or connecting providers for ongoing technical assistance via office hours, Learning Labs, or other one-on-one assistance.
2. Track Annual Progress Report submissions in accordance with the Data Quality Plan, follow-up with partners for missing submissions, provide quarterly summary reports for HMIS User Groups/Committees.



3. Manage data uploads and conduct quality assurance checks for 3rd party products – i.e., Green River, the Department of Community Housing and Development’s Homeless Data Integration Project (HDIP), other dashboards.
4. Analyze the CoC’s Performance Tool to provide insight and action items on a quarterly basis.
5. Assist with Scorecard development and process.
6. Manage HMIS webpage updates.
7. Develop Standard Operating Procedures on routine tasks.
8. Assist with reviewing and editing HMIS guides and resources.
9. Produce the quarterly system-level Data Quality reports.
10. Assist with annual submission of Housing Inventory Count, Point-In-Time Count, Longitudinal Systems Analysis, and System Performance Measure reports.
11. Track HMIS Quarterly Training Videos.
12. Oversee CoC participation in the Virginia Department of Community Housing and Development’s Homeless Data Integration Project.
13. Gather user feedback on technical problems or software enhancements, track requests and relay them to the Program Director.
14. Develop improvement strategies in response to deficiencies in performance and HMIS data quality issues.
15. Maintain working knowledge and create/maintain internal resources for relaying privacy and security standards and ensure compliance with federal, state, and local security and privacy laws.
16. Assist with compiling reports as needed for CoCs, HMIS-participating agencies, and other stakeholders.
17. Participate in system training and other state and regional meetings when appropriate.

**Qualifications**

Bachelor's degree from four-year college or university in business, computer science, related data management field, or a field related to the department where the information technology services are being used (such as Public Administration, Urban Planning, or Human Services).

Demonstrated ability to relate well to individuals of diverse racial, ethnic, religious, and socioeconomic backgrounds and of varying abilities.

Knowledge of Microsoft Office software, and the ability to use various proprietary database management software.

Excellent communication skills, the ability to work well with other people and organizations, strong organizational skills.

Criminal History Search within 30 days of employment.

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The annual salary for this position is \$54,500.

No phone calls please; *recruitment will continue until the position is filled. Apply now! Qualified applicants should send cover letter and resume to the Director, Data Systems and HMIS Administration, Jordan Schaller, at [jschaller@theplanningcouncil.org](mailto:jschaller@theplanningcouncil.org).*