



Alliance to House Everyone

Job Description | FINAL 11/12

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| Job Title: | Data and Performance Coordinator | Job Category: | Continuum of Care |
| Department/Group: | Planning | Travel Required: | Occasional |
| Location: | San Antonio, Texas | Position Type: | Full Time/Non-Exempt |
| Salary: | \$40,000 - \$45,000 | Date Posted: | 12/7/2020 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | 12/21/2020 |
| External Posting URL: | https://www.sarahomeless.org/about-us/#employment-and-internships | | |
| Applications Accepted By: | | | |
| EMAIL: Chelseyviger@sarahomeless.org Resume + Cover Letter Required | | MAIL: Attn: Chelsey Viger 4100 E. Piedras Dr. Suite 105 San Antonio, TX 78228 | |
| Job Description | | | |
| ROLES AND RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> • Lead community data collection and analysis for required federal reporting including the Point-in-Time Count, Housing Inventory Count, Longitudinal System Analysis, and System Performance Measures. • Manage the Point-in-Time Count planning surrounding data collection methodology and practice. • Develop dashboards and visualization tools to help community stakeholders understand the homeless response system, gaps, and progress towards stronger system performance. • Ensure accurate and efficient communication of community data priorities and coordinate projects with the Homeless Management Information System (HMIS) Lead Agency to ensure accurate and timely submission of federal reports and other priority projects. • Build performance and outcome evaluation tools with grant recipients and sub-recipients and create community action plans to improve performance and compliance of HUD Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program funded projects. • Provide guidance, training and technical assistance to service providers on program performance and compliance. • Assist with the CoC Consolidated Application and support the Independent Review Team (IRT) process. • Represents SARAH on various work committees and with community partners. • Provide data-related content for monthly SARAH newsletter and other communications. • Manage internal and external relationships in a positive and productive manner. • Other duties as assigned by Director of Policy and Planning. | | | |

QUALIFICATION AND EDUCATIONAL REQUIREMENTS

Education: Bachelor's degree in public policy, public administration, data analysis, program evaluation, or related field required. Master's degree preferred.

Experience: Three (3) years of experience with data analysis, project management, program evaluation, or related field.

Knowledge: Proficient in Microsoft Office Suite and system databases. Knowledge of federal grants, HUD requirements, or research experience preferred.

Vehicle/Licenses: Must maintain a valid driver's license and clear driving record. Must have daily use of a vehicle without prior notice. Must maintain current registration and current automobile liability insurance that is in compliance with Texas Law. Mileage reimbursement provided.

Attendance: Must maintain regular and acceptable attendance at such a level as is determined in the employer's sole discretion.

Physical Requirements: Must be able to lift up to 12 lbs. and support up to 50 lbs.; adequate mobility that requires frequent walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in various care. Working conditions are primarily inside an office environment. Some field work for Annual Point in Time count will be required.

EXCEPTIONS TO THESE CRITERIA MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.

PREFERRED SKILLS

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Dependability: Demonstrate initiative in setting priorities, regularly completing work on schedule, and fulfilling commitments.

Relationship Management: Develop and maintain harmonious relationships with key stakeholders to ensure positive and productive program outcomes for clients and partner agencies.

Innovation: Explore and suggest new approaches and methods to better

Communication: Ability to communicate clearly and effectively via oral or written means. Ability to present a friendly and positive demeanor to service providers, staff, and the general public. Ability to prepare and present on data to external audiences.

Composure: Ability to respond in a professional manner in all situations.

Decision-Making: Ability to set work priorities and to evaluate and create solutions to work-related problems. Decisions should be systemic and not individually based.

ADDITIONAL NOTES

- **Reports to:** Director of Policy & Planning
- **Disclaimer:** Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time, for any reason.

About South Alamo Regional Alliance for the Homeless (SARAH):

SARAH is a nonprofit that serves as the HUD Continuum of Care (CoC) Lead Agency that encompasses the San Antonio/Bexar County geographic region. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and create the region's single, comprehensive grant application to HUD for McKinney-Vento funding. SARAH's goal is for homelessness to be a rare, brief, and nonrecurring event in San Antonio/Bexar County.

South Alamo Regional Alliance for the Homeless (SARAH) is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

By signing below, you acknowledge that you have read the job positing and you understand, are able and willing to perform the functions and duties of that position.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____