



Job Description | Updated: August 28th, 2019

Job Title:	Data Analyst	Job Category:	Continuum of Care
Department/Group:	Continuum of Care Planning	Travel Required:	Travel Required
Location:	San Antonio, Texas	Position Type:	Full-Time, Non-Exempt
HR Contact:	Penny Burgess	Date Posted:	August 29 th , 2019
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	September 16 th , 2019
External Posting URL:	www.sarahhomeless.org		
Internal Posting URL:	www.sarahhomeless.org		
Applications Accepted By:			
EMAIL: ContactSarah@sarahhomeless.org Resume and Cover Letter Required		MAIL: Attn: Katie Vela 4100 E. Piedras Dr. Suite 105 San Antonio, TX 78228	
Job Description			
ESSENTIAL FUNCTIONS			
<ul style="list-style-type: none"> • Provide SARAH team data and insights needed to develop both strategic and tactical plans to end homelessness. • Work with Homeless Management Information System (HMIS) Team to develop and build tools inside of HMIS to ensure accurate collection of data for new workflows, processes, and reports needed by the Continuum of Care lead and partner agencies. • Support the Continuum of Care Director and Data Coordinator with the accurate data collection process of federal and community-wide reports including the Point-in-Time Count, Housing Inventory Count, Longitudinal System Analysis, and System Performance Measures. • Carry out organizational data documentation process so that all staff can benefit from data and evaluation efforts. • Actively compare data found in the HMIS with other community data sets to create a comprehensive picture of homelessness so that gaps and challenges can be identified. • Identify problematic areas in the database or reports and conduct research to determine the best course of action and work with the HMIS team to correct. Create and maintain internal technical documentation. • Support the successful implementation of a Coordinated Entry process in HMIS by working with the CoC, consultants, service provider agencies, housing providers and other stakeholders to develop, improve, and test the process. • Regularly review news stories, new models, and research on homelessness to gain insight for local data analysis projects. • Provide ongoing reporting based on analysis and interpretation of large data sets, including the annual Point-in-Time Count and System Performance measures. Work with Data Coordinator to translate key data into meaningful communication. • Support the data collection needs of the SARAH staff including for grant applications, community reports, and presentations. • Respond to research requests from staff and outside entities, as requested by the CoC Director. 			

- Assist with the CoC Consolidated Application and support the Independent Review Team (IRT) process.
- Represent SARA on various work committees and with community partners.
- Manage internal and external relationships in a positive and productive manner.
- Other duties as assigned by CoC Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education: Bachelor’s Degree in business administration, finance, mathematics, statistics, computer science, research, or a related quantitative field preferred.

Experience: Familiarity with SQL and relational databases required. Two years of experience with data collection and analysis preferred.

Knowledge: Strong analytical, project management, and interpersonal skills required including the ability to train groups, write complex documents, manage complex spreadsheets and reports, and communicate complex data effectively to a variety of audiences. Strong attention to detail required.

Computer: Proficiency with standard Microsoft Office Suite and system databases. Knowledge and experience using various software programs to process information and analyze data preferred. Experience with Tableau, Piktochart, or other data visualization platforms preferred.

Vehicle/Licenses: 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: Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment. Must be available to work evenings & weekends at conferences and at training events, with advanced notice.

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

PREFERRED SKILLS

Data Literacy: Ability to read, understand, create, and communicate data as information that can be understood clearly by different audiences.

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: Competency in problem solving, critical and strategic thinking to develop creative solutions to complex problems. Ability and desire to investigate issues when there isn’t an obvious answer.

Communication: Ability to communicate clearly and effectively via oral or written means; Present a friendly and positive demeanor to service providers, staff, and the general public; 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:** Continuum of Care Director

- **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.

Reviewed By:		Date:	
Approved By:	Brenda Mascorro, Executive Director	Date:	
Last Updated By:	Katie Vela, Continuum of Care Director	Date:	8/28/2019

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.

Description of Data Analyst Position:

This position requires strong analytical skills to review large data sets and interpret data to improve the local homeless response system. In addition to SARAH’s internal team, the Data Analyst will work closely with San Antonio/Bexar County’s HMIS team, housed at Haven for Hope, on data requests and report building. Using data to inform decisions is a core value of SARAH. As a key member of our data team, the Data Analyst will help establish best practices for collecting, analyzing, and sharing data in meaningful, engaging ways. The ideal candidate will have a well disciplined and organized approach to time and task management and strong experience in both data analysis and visualization. This position reports to the Continuum of Care Director.