



**ESG (Emergency Solutions Grant) CV (COVID)  
Homeless Management Information System (HMIS)  
Job Description**

**TITLE:** ESG CV HMIS Specialist

**REPORTS TO:** ESG CV Program Manager

**TYPE OF POSITION:** Full-Time, Requires Flexible Hours

**Brief History of Grant:** This grant is funded by the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) funding and governed by requirements the U.S. Department of Housing and Urban Development (HUD) establishes in accordance with the Act. HUD then distributed CARES Act funds to each state. In NYS, the Office of Temporary and Disability Assistance (OTDA) is the grantor overseeing ESG CV grants with local Continuum of Care (CoC) NY-518 HMIS Lead. Locally, the HMIS Lead is United Way of the Mohawk Valley (UWMV), and *Collaborative Applicant* for the CoC NY-518, which is referred to as the Mohawk Valley Housing and Homeless Coalition. There will be two phases, one from 10/1/2020 – 9/30/2021 and the second from 10/1/2021 – 9/30/2022 and four objectives to this grant: Street Outreach, Emergency Shelter, **Rapid Rehousing and Homelessness Prevention.**

**Description of HMIS Specialist Position:**

A HMIS specialist is essential to the success of the homeless prevention and rapid re-housing project. The HMIS Specialist position will be responsible for learning and utilizing current HMIS software serving the Continuum of Care (COC) NY-518. Responsible for analytical support; and ensure compliance with HUD and all other federal and state data collection and reporting regulations, and Health Insurance Portability Accountability Act (HIPAA) regulations.

**Key Responsibilities:**

- Work directly with ESG CV Program Manager, HMIS Administrator, Coordinated Entry Specialist, ESG CV Case Manager and CoC NY-518.
- Maintain current knowledge of ESG CV HMIS deliverables.
- Maintain current knowledge of homeless assistance programs and related initiatives.
- Analyze data for internal reporting and monitoring purposes.
- Create and revise forms and other tools to ensure compliance with HUD regulations and/or compliance with other federal projects and state funded projects.
- Provide technical support and monitoring to partner agencies and end users to ensure proper use of the HMIS:
  - Assist partner agencies and end users to ensure data confidentiality, integrity, and security.
  - Attend local, state, and federal trainings, as assigned, to keep abreast of changing rules, regulations, and standards related to HMIS.
  - Work closely with partner agencies to resolve data issues and improve data quality.
- Collaborate with community partner agencies:
  - Act as a liaison between partner agencies, state, and local funders to facilitate effective collaboration and resolve issues affecting the HMIS.
  - Actively participate in meetings with partner agencies as it relates to HMIS.
  - Actively participate in designated COC meetings and HMIS meetings.
- Effectively use HUD tools and ensure compliance with data standards and record-keeping as required.

**Minimum Qualifications:**

- Bachelor's Degree from an accredited college or university, preferred.
- Minimum one to three years of related experience or training related to job duties.
- Minimum of two years of experience in a position with a high degree of job independence and responsibility.

**Knowledge, Skills, and Abilities:**

- Working knowledge and understanding of homelessness and/or poverty related issues helpful.
- Knowledge and understanding of the evolving role of data in its role in addressing social problems.
- Proficiency in Microsoft Office including Word, Excel, and Power Point
- Strong organization and time management skills.
- Excellent communication skills, both oral and written, internal and external.
- Ability to work in an occasionally fast-paced and demanding environment, handle multiple tasks simultaneously, and meet established deadlines.
- Ability to analyze and exercise sound judgement and problem solving.
- Ability to effectively present information and respond to questions from partner agencies, end users, governmental entities, the general public, and other stakeholders.
- Ability to work effectively with people from diverse backgrounds.
- Ability to provide technical support to individuals with varying levels of technical knowledge.
- Ability to read, analyze and interpret statistical reports, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to maintain confidentiality.
- Other duties as required.

**Additional Requirements:**

- Demonstrated commitment to inclusiveness.
- Position requires local travel within Oneida County and possibly other areas of NYS. Travel mileage is reimbursable at an approved rate.
- Valid driver's license and reliable transportation is required.
- Vehicle Insurance and up-to-date Registration.
- Ability to lift 20 pounds.

If qualified and interested in the position, send your resume and 3 references (non-family members) immediately to Robin Robinson [robinr@unitedwaymv.org](mailto:robinr@unitedwaymv.org). This grant is time sensitive; resumes will only be accepted until December 30, 2020.

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