



POSITION DESCRIPTION

Position Title:	Homelessness Prevention Data Specialist
Candidate:	TBD
Department:	Client Services Program
Supervisor:	Sr. Director of Programs and Services
FLSA:	Full-Time/Hourly/Non-Exempt
Salary Range:	\$72,000
Effective Date:	ASAP

OUR IMPACT

For over 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the general supervision of the Sr. Director of Programs and Services, the Homelessness Prevention Data Specialist main function is a program analyst for contracts granting financial assistance funds. This position is responsible for researching, compiling, and analyzing information; preparing reports; managing programs and/or processes; assessing programs and performing quality control; consulting with management and other staff; performing special projects; serving as a liaison to the direct supervisor, Data, Accounting, and Development staff, and other interested persons where appropriate, vendors or external customers; performing marketing, as assigned; analyzing operational processes and recommending improvements; developing performance measures; developing and updating business plans and assisting with strategic planning; overseeing/processing contracts/agreements; and coordinating and administering financial assistance funds.

JOB QUALIFICATIONS

Please note our preferred and in some cases required qualifications for this position:

EDUCATION:

- Bachelor's degree in social or human services or related field preferred. Related experience may substitute for educational requirements.

EXPERIENCE:

- Two years of professional program administration and/or analytical experience in the areas of social services, homeless services and/or community development.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual and Bicultural English/Spanish candidate required. Experienced with how to communicate, speak, read, translate in both English and Spanish.
- Excellent crisis/conflict management skills

- Excellent organizational and time management skills. Ability and capacity to efficiently and successfully manage time in a very busy work environment with full work load. Ability to multi-task with ease and prioritize effectively. Excellent ability to work within and meet deadlines
- Excellent Computer Proficiency is required with Microsoft Office Suite, ability to quickly learn new database systems (i.e., Salesforce, Clarity Systems)
- Excellent data management skills- Ability to complete timely data entry and work with information management systems. Must be able to successfully manage and maintain accurate data and reports; audit and ensure integrity of information is accurate.
- Strong ability to conduct all business and interactions with all constituents in a highly ethical manner, demonstrating high level of integrity as well as the ability to maintain appropriate professional boundaries
- Must be able to exercise appropriate and sound judgment, professionalism, appropriate composure with tact and diplomacy both under normal and stressful situations.
- Must possess a solutions-based approach to problem solving. Ability to be creative and show initiative and act as an independent employee while having a team player approach and attitude.
- Excellent interpersonal skills. Ability to establish and maintain successful and effective relationships with Samaritan House constituents (internal and external) and partnering agencies
- Must have flexibility with work schedule, which may include occasional evenings, holidays and/or weekends as needed
- Ability to drive to other Agency or partner locations; must have dependable transportation with insurance, and an excellent driving record

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a clinic environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 20 pounds. This position will require the usage of a mobile device or other assigned equipment, which will be provided. Position is on site with occasional travel to partner agencies as assigned. Traditional business schedule while program is developed. When program is launched schedule will require flexibility to meet with clients which includes some evenings as needed.

ESSENTIAL FUNCTIONS OF THE JOB

1. Oversee maintenance of the client files and databases in accordance with the U.S. Department of Housing and Urban Development (HUD) and contract(s) for all financial assistance funds.
2. Administers programs including evaluating program performance; performs quality control; develops performance measures; recommends improvements; assists with strategic planning; and ensures compliance with applicable regulations, policies, and procedures.
3. Assist with monthly, quarterly, and annual reporting of all MOUs and contracts, including government, community, and foundations (i.e. Community Action Agency, SHFB, Joint Powers Authority, etc.). This includes ensuring the accurate and timely collection of statistical data for all programmatic operations as well as its reporting data and outcomes to the direct supervisor, Data, Accounting, and Development staff, and other interested persons where appropriate.
4. Assist with and provide ongoing updates of financial guidelines, forms and paperwork for all financial assistance funds.
5. Collaborate with the Finance Department and Data Team regularly to ensure case files are audit proof and financial assistance checks are dispersed rapidly and efficiently.
6. Oversee maintenance of the Apply Online Application and databases including Salesforce and Clarity.
7. Work with the Senior Director of Programs and Services to develop, plan and implement programming and program improvements.
8. Work with Senior Director or Programs and Services, the Development & Finance Departments to formulate effective program measurements, outcomes, and data gathering procedures. Use data to improve programs and financial outcomes.
9. Draft and update guidelines/procedures and best practices for/with input from Samaritan House staff, appropriate volunteers and community partners. Ensure appropriate administration of Agency Policies
10. Serve as a liaison to ensure that these policies, best practices and procedures are understood by all staff and volunteers, and implemented fairly, equitably and consistently.

11. Perform all function within agency DEIB standards, values and Cultural Sensitivity: Understand and respect the diverse backgrounds and needs of all constituents and ensure compassionate engagement and services are culturally sensitive and inclusive
12. Attend internal or external meetings, trainings, events as assigned. Represent Samaritan House positively and professionally.
13. Report and complete incident reports within 24 hours or immediately, whichever is earliest. Report on the job injuries to Supervisor and HR immediately.
14. Other duties as assigned.

HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE HR Specialist/Recruiter

4031 Pacific Blvd. San Mateo, CA 94403

E-mail: jobs@samaritanhousesanmateo.org Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the job description of Homelessness Prevention Data Specialist.

Employee Signature

Date

Supervisor Signature

Date

Vice President of Human Resources

Date