



# PARTNERSHIP TO END HOMELESSNESS

THE RALEIGH/WAKE PARTNERSHIP TO END AND PREVENT HOMELESSNESS

**Position Title: Data and Evaluation Specialist**

**Work Location:** Raleigh, NC

**Compensation:** Salary commensurate with experience, benefits included.

**Position Summary:** The Data and Evaluation Specialist is responsible for the analysis and reporting of housing and homelessness data to a range of stakeholders, providing technical assistance to HMIS end-users and agencies, and supporting the improvement of Wake's homeless response system through collaboration with Partnership staff and community partners.

**Data and Evaluation Specialist responsibilities will include, but are not limited to:**

- Provide high-quality, comprehensive and concise data analysis and reports that inform, support, and improve the delivery of homelessness/housing services using a range of platforms and data-visualization tools
- Provide prompt and accurate responses to request for data on housing and homelessness to community partners, government officials, and funder.
- Work with local and state partners to improve the HMIS implementation by expanding participation, improving processes and procedures for data collection and data quality, and implementing best practices and new HMIS features
- Lead staff for annual reporting to the US Department of Housing and Urban Development (HUD) including the Annual Homeless Assessment Report (AHAR), sheltered and unsheltered Point-In-Time Count, Housing Inventory Chart, and project and Continuum of Care applications
- Support the Coordinated Entry System Manager to effectively monitor the efficacy of the Coordinated Entry System through data analysis and By-Name List management
- Collaborate with HMIS Local System Administrator to provide technical assistance for HMIS end-users and their agencies, plan and execute HMIS User Meeting, and on-going HMIS trainings.
- Monitor and respond to data quality concerns within HMIS
- Participate in monthly System Administrator Meetings, and other meetings as assigned
- Maintain proficiency in all aspects of federal homelessness funding, including eligible activities, knowledge of best practices, and compliance with federal regulations
- Maintain HMIS expertise and knowledge of ongoing HUD notices

**Qualifications:**

- Knowledge of federal and state funding for housing and homelessness services
- Strong ability to analyze and interpret data for a range of audiences
- Strong interpersonal, written, and oral communication skills
- Detail-oriented and well organized
- Demonstrates and supports an environment of professionalism, performance and execution
- Adaptable and able to effectively multi-task
- High efficiency and follow-through on assignments

Please submit resume and cover letter to [execdir@endhomelessnesswake.org](mailto:execdir@endhomelessnesswake.org).