



## JOB DESCRIPTION

<b>Job Title:</b>	Enrollment and Data Coordinator
<b>Job#:</b>	NC06021701
<b>Status:</b>	Full-time, Non-exempt
<b>Supervisor:</b>	Housing Programs Manager/Napa County
<b>Office Location:</b>	Napa

### **Program Summary:**

Abode Services will participate fully with key stakeholders including County of Napa, City of Napa representatives, and other community based organizations to provide both “front door” and “back door” housing solutions for Napa’s homeless population. This will include operating the emergency shelters and a drop-in center as well as expanding outreach and building new systems such as a flexible housing pool and housing navigation. Abode will work are part of the Coordinated Entry System and also Whole Person Care.

### **Job Summary:**

Abode Services provides housing and services to people experiencing, or at risk of, homelessness. A key to our housing resolution focused work is clear and streamlined enrollment and data processes and implementation. The Napa County Enrollment and Data Coordinator prepares and submits monthly direct services invoice to Finance Department, provides technical support and guidance to program staff on program regulations and guidelines, and is responsible for HMIS data integrity for all homeless services. This position also provides reporting and analysis as required by external funders and internal management and program needs.

### **Responsibilities:**

- Responsible for reviewing all enrollment paperwork and entering it into HMIS and other data systems.
- Track and maintain data which includes, but is not limited to, the following: referrals, enrollments/exits, employment/housing status, all financial/non-financial services, and client income/demographic information
- Collaborate with Finance Department to verify allocation of financial assistance in agency General Ledger
- Prepare and submit direct services invoice to Finance Department and funders for monthly invoicing
- Prepare and submit weekly and monthly reports to funders
- Ensure compliance of all documentation required to support subsidy payments
- Prepare outcome and demographic data and supporting visuals quarterly for funders
- Create additional database reports on an as-needed basis to provide tailored information for funders and reporting purposes
- Provide training and technical assistance for program staff regarding data entry into HMIS
- Assist housing staff with input of housing unit information into the Housing database
- Enter all program data from HMIS intakes, exits and status change forms into HMIS
- Run data quality reports from HMIS and correct data

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- Interact with case management staff to request missing HMIS paperwork and follow up to ensure all data is entered accurately
- Assist staff with securing and maintaining HMIS licensure
- Assist program manager with HMIS, the Housing Database and HUD Annual Performance Reports. Analyze reports for data accuracy and completeness.
- Provide technical assistance to program staff on program regulations/guidelines and compliance
- Conduct chart audits to verify that the required documents are correctly completed in client files
- Support Program Manager in reviewing agency outcome and demographic data for accuracy and completeness
- Other duties as assigned

#### Qualifications

- BA/AA Degree desired or equivalent work experience
- Housing and social service program experience preferred
- Expertise in database reporting and data entry, experience with a Salesforce platform preferred
- Excellent computer skills, including MS Office Suite (especially MS Excel)
- Experience working with HMIS preferred
- Excellent oral and written communication skills, patience, and problem-solving skills
- Strong organizational, detail oriented and time management skills
- Reliable transportation, valid and current Driver's License and Proof of Insurance
- Spanish speaking desired
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential function.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.

Abode Services is an Equal Opportunity / Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state or local laws.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. We reserve the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**Abode Services is a Drug Free Workplace**