



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Compliance and Data Coordinator** for both the CalWorks Housing and HDAP Programs. The Compliance and Data Coordinator will track and maintain data for both internal staff and external partners; provide technical support and guidance on program regulations and guidelines; monthly state reporting; and responsible for HMIS data integrity HDAP and HSP. This full-time, nonexempt position is located in Redwood City and reports to the Housing Program Manager.

Abode's Compensation & Benefits:

- **Competitive Pay: \$23-24 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others
- Full Benefits Package: 100% Medical, Dental, Vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings, Leadership Academy Program, and Opportunities for growth
- Employee Recognition Program, Annual All Staff Gatherings and Holiday Parties

How You Make an Impact:

- Track and maintain data, including 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
- Provide training and technical assistance for program staff regarding data entry into HMIS
- Prepare and submit weekly/monthly reports, outcome, demographic data and supporting visuals for funders
- Ensure compliance of all documentation required to support subsidy payments
- Assist housing staff with input of housing unit information into the Housing database
- Enter all program data, run data quality reports, and ensure accurate data in HMIS
- Assist program manager with HMIS, the Housing Database and HUD Annual Performance Reports. Analyze reports for data accuracy and completeness.

How You Meet the Qualifications:

- AA Degree required, BA degree preferred or equivalent work experience
- Housing and social service program experience preferred
- Expertise in database reporting and data entry, experience with Salesforce platform preferred
- Excellent computer skills, including MS Excel and MS Office Suite
- Experience working with HMIS preferred
- Excellent oral and written communication skills, patience, and problem-solving skills
- Strong organizational, detail orientated and time management skills
- Reliable transportation, valid and current CA Driver's License and Proof of Insurance

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves 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 an Equal Opportunity Employer/Drug Free Workplace