



Job Announcement

How Abode Services Appreciates/Values You:

- **Competitive Pay Range-\$22.16 - \$22.60 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
- Supportive Supervision, Leadership Academy Programs, Professional Development Trainings

Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking skilled **Housing Compliance and Data Quality 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 the Santa Clara County Housing Programs. This position also provides reporting and analysis as required by external funders and internal management and program needs.

Santa Clara Housing: The Santa Clara County Housing Programs (CalWORKs Housing Support Program, Bringing Families Home, Rapid Rehousing for Families and Housing and Disability Advocacy Program) is a collaborative effort between the Santa Clara County Social Service Agency and Abode Services to provide support in housing stabilization services to eligible participants that are homeless. This position is based in San Jose, CA.

How You Make an Impact:

- 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 back up documents 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
- transactions into county database system.

How You Meet the 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 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 orientated and time management skills
- Reliable transportation, valid and current 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