



## JOB DESCRIPTION

**Position:** Enrollment and Data Specialist  
**Job #:** SCCMREDS081617  
**Program:** Santa Clara County Housing Programs / Re-Entry (Milpitas)  
**Supervisor:** Housing Program Manager

### Position 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 Enrollment and Data Specialist 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
- 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:

## Enrollment and Data Specialist, SCC Re-Entry (Milpitas)

### Job Description

#### Page Two

- High School Diploma Required, BA/AA Degree preferred, 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 orientated 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.

**Equal Opportunity Employer** - all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

#### **Drug Free Workplace**

***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.