



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Data Quality and Compliance Administrator** plays a central role in maintaining the integrity of program data that is collected, analyzed, and reported throughout the agency. This position will help to manage and review data for inconsistencies and completeness in the HMIS (Homeless Management Information Systems) database software in Alameda and Santa Clara Counties. This person works directly with program staff to address data quality and entry issues and supports the work of the other members of the Abode Data. This full-time, nonexempt position located in Fremont, CA.

How You Make an Impact:

- Review HMIS forms for errors and consistency issues; troubleshoot issues with staff
- Enter all agency data from HMIS intakes, services, exits and status change forms into HMIS
- Run data quality reports from HMIS on a regular basis, including client lists and error reports, and work directly with program staff to support data quality efforts
- Interact with case management staff to request HMIS paperwork and ensure sensitive data is entered in a timely manner
- Prepare and submit weekly and monthly reports to program managers
- Ensure compliance of all HMIS documentation and HUD Standards
- 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

How You Meet the Qualifications:

- AA Degree desired or equivalent work experience
- Strong Excel skills
- Expertise in database reporting and data entry
- Experience working with HMIS preferred
- Flexible, self-directed, highly motivated, reliable, collaborative and strong organizational and communication skills with a positive attitude.
- Reliable transportation, valid and current Driver's License and Proof of Insurance

How Abode Appreciates You:

- **Pay Range: \$20.00 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 and Leadership Academy Programs

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