



Institute for Community Alliances Minnesota HMIS Implementation

Job Title: Minnesota HMIS Regional System Administrator (Central Continuum of Care)

Status: Full-time, exempt position with comprehensive benefits

Reports to: Manager, System Administration

Salary: Commensurate with experience

Location: Remote, preferably lives within the [Central Continuum of Care](#)

SUMMARY

The Institute for Community Alliances (ICA) is a nonprofit organization that administers Minnesota's Homeless Management Information System (HMIS), the database that collects client-level data on homelessness in the state. The HMIS Regional System Administrator is primarily responsible for providing technical and analytical support to homeless service agencies using the HMIS in their assigned regional area.

ESSENTIAL FUNCTIONS

- Analyze data for internal reporting and monitoring purposes
- Create and revise forms and other tools to ensure compliance with US Department of Housing and Urban Development (HUD) regulations
- Collaborate with community partners and stakeholders
 - Act as a liaison between ICA, partner agencies, state and local funders, and Minnesota Continuum of Care to facilitate effective collaboration and resolve issues affecting the HMIS
 - Actively participate in designated Continuum of Care committees
 - Assist with outreach and relationship building with agencies, businesses, and individuals to expand the use and effectiveness of the HMIS
 - Attend meetings to educate the public about ICA and the state of homelessness regionally and statewide
 - Integrate new programs into the HMIS and meet their data collection and reporting needs
 - Oversee community-level data reporting
 - Support annual homeless count activities (Point in Time)
- Maintain current knowledge of homeless assistance programs and related initiatives
- Manage and update the HMIS
 - Coordinate and monitor all changes to the database resulting from revisions to HMIS Data Standards and other HUD rules and regulations
 - Ensure that the HMIS accurately reflects regional programs

- Work with ICA staff to maintain and update the HMIS Policies & Procedures Manual
- Monitor the usage of, at minimum:
 - Participation agreements, client consent forms, interagency sharing agreements, system-user agreements and user code of ethics policy
 - A list of agency administrators to facilitate communication with regional partner agencies
- Provide training and technical support to partner agencies and end users to ensure proper use of the HMIS
 - Assist partner agencies and end users to ensure data confidentiality, integrity, and security
 - Attend local, state, and national trainings, as assigned, to keep abreast of changing rules, regulations, and standards related to the HMIS
 - Establish and coordinate training schedules and maintain user attendance records
 - Facilitate local user groups, as applicable
 - Review system data quality regularly and conduct related training as needed
 - Support the Minnesota HMIS help desk
 - Work closely with partner agencies to clean up data issues and improve data quality
 - Work with ICA staff to develop and update training materials
- Perform other duties as needed or assigned

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Experience and Education:

- Bachelor's degree from an accredited four-year college or university
- One to three years of related experience or training, at minimum
- Minimum of two years of experience in a position with a high degree of job independence and responsibility

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions
- Effectively present information and respond to questions from partner agencies, end users, governmental entities, the general public, and other stakeholders
- Get along and work effectively with others
- Interpret an extensive variety of technical instructions in mathematical or diagram form
- Provide technical support to individuals with varying levels of technical knowledge
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Travel within assigned region regularly
- Travel occasionally throughout Minnesota and out of state for up to approximately one week
- Understand and apply mathematical concepts such as fractions, percentages, ratios, proportions, probability, and statistical inference in practical situations
- Understand several abstract and concrete variables

- Understand the evolving role of data and its importance to efforts to end social problems
- Work effectively with people from diverse backgrounds
- Work in an occasionally stressful environment, handle multiple tasks simultaneously, and meet established deadlines
- Write reports, business correspondence, and procedure manuals

Knowledge of:

- Basic office equipment and technology
- Current database software, ServicePoint (Bowman Systems)
- Microsoft Office Suite

Other requirements:

- A valid driver's license and proof of current insurance

HOW TO APPLY

Candidates of diverse backgrounds are encouraged to apply. Please send a cover letter and resume to Laura Birdsong, Manager, System Administration at opportunities@icalliances.org. Please specify that you are applying for the Regional System Administrator position in the Central Continuum of Care. **You MUST submit a full application package to be considered for the position.**