



Institute for Community Alliances Minnesota HMIS Implementation

Job Title: Minnesota HMIS System Administrator

Status: 12-month contract position, full-time, exempt, with comprehensive benefits

Reports to: Manager, System Administration

Salary: \$45,000-\$55,000 for the 12-month period, commensurate with experience

Location: Twin Cities

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 System Administrator is primarily responsible for providing project-based technical support to homeless service agencies using the HMIS. Projects will be assigned to the System Administrator during the 12 months based on need, availability, and alignment with specific skillset.

ESSENTIAL FUNCTIONS

- Act as a liaison between ICA, partner agencies, state and local funders, and Minnesota Continuum of Care to facilitate effective collaboration around HMIS projects
- Develop or maintain current knowledge of homeless assistance programs and related initiatives
- Provide project-based technical support and training to support the success of projects
 - Work closely with project stakeholders to understand needs and scope out potential solutions in HMIS
 - Communicate closely with project team members to ensure adequate coordination
 - Create and revise forms and other tools to ensure appropriate data collection
 - Develop and update training materials and deliver webinar-based or in-person training
 - Ensure that the HMIS accurately reflects homelessness prevention and assistance programs
- 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 technical, project-based 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:

- Adapt to new situations and learn quickly
- Define problems, collect data, establish facts, and draw valid conclusions
- Effectively present information and respond to questions from partner agencies, end users, governmental entities, and other stakeholders
- Get along and work effectively with others
- Provide technical support to individuals with varying levels of technical knowledge
- 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

Knowledge of:

- Basic office equipment and technology
- Current database software: ServicePoint (a plus)
- Database software
- HMIS software (preferred)
- Microsoft Office Suite
- Project management principles

Other requirements:

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

HOW TO APPLY

Candidates of diverse backgrounds are strongly encouraged to apply. Please send a cover letter and resume to Demetri Vincze, Minnesota HMIS Project Director, at opportunities@icalliances.org.