



Position: Data Analyst

Status: Exempt/Fulltime

Reports to: Homeless Management Information System (HMIS) Project Manager

Overview:

Join the work to end homelessness in Metro Denver! The Metro Denver Homeless Initiative (MDHI) is a nonprofit organization with over 20 years of leadership in addressing homelessness in the seven-county region. The Data Analyst supports data-sharing and data exchange initiatives, data quality measurement and improvement, measurement of homeless project performance and system performance using HUD-aligned performance measures, report creation and presentation, compliance around data quality, security, privacy, and other important areas.

MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. As an employer we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI's goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.

Areas of Responsibility:

- Creating, designing, and reviewing data reports to ensure accuracy and quality. The Data Analyst will create ad hoc reports to support MDHI's projects and the work of homeless service and housing providers. This reporting work requires thoughtful evaluation of data and the ability to deliver data products in report/presentation format.
- Preparing high-quality and accurate data reports from the HMIS/CoC lead to the local, State, and Federal governments as well as other stakeholders, including Annual Performance Reports, Homelessness Data Exchange, System Performance Measures, Longitudinal Systems Analysis, Consolidated Annual Performance and Evaluation Report.
- Supporting the data quality within HMIS and working with end users and their supervisors to improve data quality.
- Actively comparing data found in HMIS with other community data sets to create a comprehensive picture of homelessness so that gaps, challenges and trends can be identified.
- Supporting methods of measuring and communicating HUD System Performance Measures in HMIS.
- Participating in and supporting MDHI Committees and Councils, including System Performance, Data Governance and Process Improvement.
- Understanding the business processes and needs of housing and service providers who are using HMIS, including the OneHome coordinated entry system.
- Become familiar with national HMIS Data Standards and local HMIS system setup.
- Responding to requests for information about HMIS. Presenting information about HMIS to regional and national partners.
- Working with MDHI team members to deliver data products in report/presentation format (or verbally) to stakeholder specifications and timelines.
- Creating, editing and tracking Data Use Agreements, Business Associate Agreements and other formalized partnership documents.

- Develop specific data and dashboard portfolio (e.g. PIT, NOFA, System Performance)
- Liaising with HMIS system administrators throughout the state of Colorado to troubleshoot and investigate any software and process issues reported by end users and other stakeholders.
- Other duties as assigned.

Qualifications and Skills

Required:

- Ability to work with diverse teams representing various disciplines and all levels of staff.
- Understanding of systemic causes of homelessness through a JEDI (Justice, Equity, Diversity and Inclusion) lens.
- Excellent communication and active listening skills. Ability to negotiate collaborative efforts internally and externally.
- Able to demonstrate strategic thinking to guide alignment with organizational goals and priorities.
- Ability to problem solve, make independent decisions, formulate reports, perform statistical analysis and interpret data.
- Ability to work independently, be result oriented, manage multiple priorities, and frequent change in duties and volume of work.
- Ability to maintain confidentiality of sensitive information.
- Able to handle medium to large scale projects involving multiple resources and spanning many months from start to finish.
- Strong analytical, communication, and organizational skills.
- Demonstrates and supports an environment of professionalism, performance, and execution.
- Able to process complex data and information from multiple sources and communicate actions.
- Excellent problem-solving and troubleshooting skills.
- High efficiency and follow through on assignments.
- High level of integrity and community focus.
- Intermediate Microsoft Excel (crosstabs, pivots, formulas).
- Principles of data processing, business system applications, techniques of software and systems quality assurance and control.

Preferred:

- SSRS, R, and other statistical analysis tools experience; knowledge of SQL and databases; knowledge of Tableau or similar tools
- Strong project management skills
- Familiarity with HUD policies
- Lived expertise of homelessness is highly valued (literal homelessness, personal experiences with the shelter system, or any other form of homelessness as defined by HUD, the Department of Education, DHS, etc.)
- Diverse candidates (BIPOC, etc.) encouraged to apply

Salary and Benefits

Salary range: \$55,000-60,000

MDHI offers an excellent benefit package, including:

- A highly-competitive salary that aligns with our philosophy of hiring the best and brightest in the region
- Employer paid medical, dental, and vision insurance at 100% for the employee with family plans available
- Generous paid time off and a culture that encourages a healthy work/life balance
- Life insurance (because it's important)
- A 403(b) retirement plan available from your hire date
- A flexible work environment, dedicated to ensuring your safety and security during COVID-19 and other health crises

Interested candidates should submit a cover letter and resume to: careers@mdhi.org.

The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum-of Care for over 150 local agencies, faith-based organizations, and government programs in the seven-county metropolitan Denver community, and is committed to leading and advancing collaboration to end homelessness in the region. MDHI and its Board of Directors are committed to building and maintaining a diverse membership and leadership to better represent the communities we serve.