Position Title:	**Coordinated Entry Data Lead**
Department:	Texas Balance of State Continuum of Care
Reports To:	Director of Systems Change
Salary:	This position starts at $50,000 annually and is negotiable depending on experience
Position Type:	Full-time, Exempt
Additional Information:	No specific degree is required for this position. Interested candidates should highlight any education, training, or experience that will help them thrive in this position.
Deadline to Apply:	Open until Filled
Date Created/Revised:	6/17/2024

DESCRIPTION:

The ideal candidate is a tech-savvy, creative problem solver with strong project management skills and the confidence to work autonomously as part of the Systems Change and larger Texas Balance of State Continuum of Care (TX BoS CoC) team(s). This role will support systems change efforts by coordinating with assigned regions participating in a local Coordinated Entry (CE) process on data matters. Coordinated Entry (CE) is a process through which people at risk of or experiencing homelessness are connected to local housing programs and supportive services. For more information, we have hyperlinked the THN webpage for CE.

The Coordinated Entry (CE) Data Lead provides technical assistance (targeted support in the form of phone calls, webinars, and in-person visits), education, and training to staff, agencies, and communities implementing and maintaining a local CE process. The purpose of technical assistance is to catalyze systems change, integrate stakeholders into the Coordinated Entry system and the larger housing crisis response system, improve participation of agencies and organizations in the CE system, and improve the efficiency and effectiveness of CE overall in the TX BoS CoC. The CE Data Lead will also oversee all aspects of the CE data collection, clean-up, and evaluation process and regularly monitor data quality and performance. The ideal candidate will have an organized approach to time/ task management as well as the ability to communicate clearly/effectively and work collaboratively with a variety of stakeholders. This position requires strong professional, interpersonal, presentation, and motivational skills.

This position is currently grant-funded until December 2025 with the potential for continued employment if additional grant funds are awarded.

ABOUT THN

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 215 counties in the state.

QUALIFICATIONS:

Required
- Passion for justice, equity, and the desire to work toward the goal of ending homelessness
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) and Google Suite
- Proven ability to autonomously manage multiple projects simultaneously in a fast-paced, dynamic team environment with an ability to shift easily between various responsibilities
- Knowledge of best practices in data analysis and quality control
- Analytical and database management ability sufficient to evaluate data needs and implement and maintain systems within HMIS
- Excellent communication skills, including the ability to train groups, write complex documents, and collaborate with a variety of stakeholders
- Desire to engage in personal and organizational growth toward building equitable systems and responses to housing crisis
- Excellent critical thinking skills with the ability to solve problems quickly and effectively both independently and as a team
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Willingness and desire to take initiative and see high-quality projects through to completion
- Comfort with understanding the needs of local providers and utilizing systems change concepts to implement policy updates

Preferred
- Experience working with people experiencing homelessness
- Basic understanding of Coordinated Entry and Systems Change concepts
- Experience using Eccovia Solution's ClientTrack or experience with another HMIS software
- Experience with facilitation, public speaking, and coaching for improvement
- Experience with community organizing and/or adult education
- Ability to communicate and analyze data to a wide variety of stakeholders to drive systems change and outcome improvement
- Experience gathering/synthesizing research or soliciting feedback to inform process improvement

WHAT YOU'LL DO:

Regional Coordinated Entry Process Management (30%)
- Work with assigned CE region(s) and TX BoS CoC staff to understand the context and needs of communities, service providers, and programs.
  - Utilize information gathered to continuously improve the CE process and system as well as develop strategies and goals to improve the housing crisis response system overall.
- Ensure compliance with Continuum of Care Coordinated Entry Written Standards and Department of Housing and Urban Development regulations.
- Provide support to Coordinated Entry Planning Entities (CEPE's), agencies, communities, and/or local homeless coalitions regarding coordinated entry through specialized technical assistance, presentations, and email communication.
- Monitor outcomes and support improvements for local Coordinated Entry Regions.
- Support the Coordinated Entry Steering Committee, Data Committee, and others as needed.

- Organize webinars with members of the Systems Change and Data Teams.
- Provide support and technical assistance to HMIS end-users.

Coordinated Entry (CE) Data Management, Oversight, and Evaluation (70%)

- Lead the Coordinated Entry training process, develop supplemental materials, and provide ongoing community support.
- Lead Coordinated Entry evaluation and data analytics projects, providing technical oversight and quality assurance.
- Develop and generate reports/queries to monitor Coordinated Entry data quality and performance.
- Develop appropriate strategies related to helping communities pull quality data monthly.
- Oversee the clean-up and maintenance of Coordinated Entry-specific data to ensure the integrity of the Coordinated Entry System.
- Maintain an up-to-date and comprehensive Housing Priority List in the HMIS.
- Lead and project manage the assessment of ongoing gaps and barriers related to data collection and analysis for all Coordinated Entry Regions.
- Implement and support community-designed workflows within the HMIS system.
- Coordinate regularly with the Data Team on data analysis, ad hoc reporting, and strategies for managing data quality.
- Ensure agencies participating in coordinated entry are following the Continuum of Care's Coordinated Entry Written Standards and regional coordinated entry policies and procedures.
- Conduct and apply research, including best practices, tools, processes, and guidance from HUD, other CoCs (especially other Balance of State CoCs), and other organizations dedicated to serving people experiencing homelessness.
- Other duties as assigned by the Director of Systems Change.

WORKING CONDITIONS:
- Remote work is possible
- Applicant's primary residence must be located in the State of Texas
- Must be available to travel within Texas up to 10% of the time annually with two weeks' notice when possible
- Available for nights and weekends during large projects like the CoC Program NOFO, or other funding competitions. Unlikely to be more than once per quarter.

BENEFITS:
- THN offers generous employee benefits including:
  - 100% employer-paid health, dental, vision insurance, and 50% employer-paid for dependents
  - 2% employer matching 401(k) retirement plan
  - Paid time off such as holidays, self-care days, and winter break
  - 12 weeks paid parental leave
- Flexible work schedule and opportunity to distance work with supervisory approval

APPLYING:
We are committed to Employment Equity, and we encourage applications from all qualified candidates. Since no individual will meet 100% of the qualifications, if you are interested in this position, we encourage

you to apply. **Email a resume to hr@thn.org**. This position will remain open until filled. Only those selected for an interview will be contacted. Please include "Coordinated Entry Data Lead" in the subject line of all communication about this position.

THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including those with a lived experience of homelessness; people of color, LGBTQ-identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.

INTERVIEW PROCESS:
What to expect as an applicant for a THN position:
- The Applicant will receive an email from Human Resources/Hiring Manager to schedule an interview.
  - Currently, all interviews will take place virtually.
- The Applicant will receive interview questions 3 days prior to the interview.
- The Applicant will be notified in a timely manner if an additional interview is required or if they will not be moving forward in the hiring process.
- After the final interview, the Applicant will be notified about the final employment decision.