



Position Title:	HMIS Training Coordinator
Department:	Texas Balance of State Continuum of Care
Reports To:	HMIS Data Manager
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:	6/24/2024

DESCRIPTION:

The ideal candidate will have excellent communication and organizational skills as well as the ability to maintain professionalism while working with stakeholders with varying degrees of computer literacy. The Homeless Management Information System (HMIS) Training Coordinator will be a member of the Data Team and will primarily be responsible for developing and delivering HMIS training that is responsive to the data collection and reporting needs of the TX BoS CoC and the participating partner agencies.

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
- Desire to engage in personal and organizational growth toward building equitable systems and responses to the housing crisis
- Strong interpersonal, communication, and presentation skills
- Ability to identify current and future training needs for HMIS users
- Proven ability to manage multiple projects simultaneously
- Demonstrate the skill and ability to effectively provide quality support in a high-volume environment
- Excellent communication skills, both oral and written, with all levels of management, staff, and external

clients, especially those who are not well-versed in computer technology

Preferred

- Experience working with people experiencing homelessness
- Experience conducting virtual training and webinars
- Experience using Eccovia ClientTrack or another HMIS software
- Knowledge of the HMIS Interim Rule, Data Standards, and Data Dictionary
- Knowledge of and experience using Litmos, or other Learning Management System (LMS)
- Knowledge of and experience using Camtasia, or other video editing software

WHAT YOU'LL DO:

HMIS Training (80%)

- Create and maintain responsive e-learning and web-based trainings that meet the evolving HMIS and data collection needs of partner agencies
- Maintain and facilitate a catalog of HMIS trainings, including New User Training, Agency Administrator Training, Annual Ethics Training, Data Quality Training, and Reporting Training
- Host and deliver HMIS Webinars required by the U.S. Department of Housing and Urban Development to all users
- Utilize strong analytical and technical skills to identify training opportunities for HMIS users and agency administrators
- Maintain familiarity of and competency with the U.S. Department of Housing and Urban Development (HUD) HMIS Data Standards and translate content into training materials
- Troubleshoot requests for technical assistance from database users as a part of the HMIS Help Desk
- Maintain HMIS licenses including deactivation and assisting end users with login issues

Other Data Operations (20%)

- Assist HMIS Data Manager with the monthly and annual HMIS Billing processes
- Submit monthly reports regarding training and technical assistance provided
- Support the data team with clean-up efforts and the submission of HMIS reports, including but not limited to: System Performance Measures (SPMs), Longitudinal Systems Analysis (LSA), and HMIS Annual Performance Report (APR) as needed
- Perform other duties as assigned in collaboration with the Texas Balance of State team

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 20% 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, and 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 of paid parental leave
- Flexible work schedule and opportunity to remote 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 **“HMIS Training Coordinator”** 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 2 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