



Position Title: Data Specialist (full-time)
Department: Human Services
Exemption: Non-Exempt
Supervisor: Director of Performance Monitoring and Evaluation
Date Updated: January 2023

Job Summary:

Assist the Supportive Services for Veteran Families (SSVF) program, other NECHV Programs, Director of Community Stabilization Services, Director of Performance Monitoring and Evaluation, and HMIS Data Systems Manager in maintaining strong data quality of electronic Veteran records. Work on assigned data entry projects to support the documentation of SSVF services, outputs, and outcomes. This entry-level role is an excellent opportunity to work on a strong established and growing team.

Job Responsibilities:

- Assist program staff with both historical and ongoing data entry in Efforts to Outcomes (ETO) to ensure high-quality electronic records and compliance with funder guidelines.
- Run Data Quality reports and Performance Dashboards to identify issues and help resolve any issues to ensure data is complete, clean, and compliant with SSVF program guidelines.
- Work with SSVF staff to ensure documentation standards and workflows are adhered to.
- Identify ongoing opportunities for quality improvement and training to promote strong data quality and collaborate with program leadership to address these needs.
- Scan and upload required documents into Veterans electronic files in ETO
- Coordinate T-Pass Program for the SSVF program and its participants
- Attend meetings as required
- Perform other duties as assigned.

Qualifications:

- **BA/BS preferred.**
- Proficiency in Microsoft Office, including Excel, required.
- Existing knowledge of ETO and/or other relational databases (e.g. EHR, Salesforce, etc.) strongly preferred.
- Previous experience working or volunteering in a Human Services setting, and knowledge of community-based homeless services preferred.

Essential Functions of the Job:

- Strong attention to detail and problem solving skills.
- Inquisitive and analytical mindset
- Excellent verbal and written communications and organizational skills.
- Ability to work independently and as part of a team.
- Ability to work in a fast-paced, multi-cultural environment.