



JOB TITLE	Data Coordinator
REPORTS TO	Director of Programs
SUPERVISES	N/A
FSLA STATUS	Full Time, Exempt
LOCATION	Boulder, CO

SUMMARY OF POSITION

The Data Coordinator is responsible for ensuring and maintaining data quality across all of Attention Homes programs, providing numbers for and support grant reporting, provide a point of contact for HMIS and manage HMIS data entry. They also work to make the Salesforce database user-friendly and efficient on an ongoing basis, as well as support and coordinate ongoing Salesforce training for staff. Additionally the Data Coordinator spearheads data and program evaluation in collaboration with management and leadership.

PRIMARY RESPONSIBILITIES

- Data Coordinator will be responsible for quality of data entry, reporting and database integration, with prioritization of time in the following areas: 65% The Source, 10% 1440 Pine, 5% Chase House, 10% reporting, 10% evaluation.
- Ensure data accuracy of paper files and Salesforce database, pulling monthly reports on demographics and services for both The Source/1440 Pine. Hold staff accountable for data accuracy by communicating with staff regarding any data issues, and go over all paperwork generated by direct care staff members.
- Enter all client information into HMIS for RHY program, and pull reports for/from them as required. Liaise with HMIS and MDHI regarding any issues that arise. Attend all trainings and meetings offered by MDHI.
- Enter TAY-VI-SPDATs and clinical notes into respective databases.
- Work closely with Director of Research & Evaluation to provide statistical information about programs in order to secure funding opportunities.
- Meet monthly with Program Managers and Director of Programs to analyze data and evaluate program service delivery.
- Responsible for identifying opportunities for continued development of Salesforce capabilities to strengthen program evaluation, then work with outside consultants to implement those changes.
- Lead documentation training with onboarding staff members.
- Coordinate and implement additional Salesforce training for staff.

PROFESSIONAL QUALIFICATIONS



- **Required:**

- Database experience.
- Exceptional attention to detail, critical thinking skills.
- Minimum of 21 years of age to comply state licensure.
- Be accepting of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Have strong verbal and written communication and interpersonal skills.
- Exhibit a high degree of professionalism.
- Be able to manage time effectively.
- Be mission-driven.
- Be comfortable working with Microsoft applications and gSuite.
- Must have a government issued ID and be able to pass a background check in accordance with local, state, and federal laws.

- **Preferred:**

- Salesforce experience.
- Previous experience working with HMIS (Homeless Management Information System)
- Previous experience with program evaluation and data analysis.
- Prior experience with homeless and/or at-risk youth a plus.

COMPENSATION

Attention Homes offers competitive compensation and benefits such as PTO (or work/life solutions), medical, dental, and vision in addition to a 403(b) plan.

TO APPLY

Email resume and cover letter to: contactah@attentionhomes.org with subject line “Data Coordinator”.

Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.

Attention Homes is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse and inclusive work environment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, [...], family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

ABOUT ATTENTION HOMES

Attention Homes provides housing and supportive services to young people ages 12-



24. Through a continuum of care, we move young people from the streets or unsafe living situations into programs that support their education, employment, housing situation, and overall well-being to successfully launch into adulthood. We operate a Residential Care Facility for youth requiring out of home placements; a Runaway and Homeless Shelter including street outreach, a daytime drop-in center and overnight emergency shelter; a Transitional Living Program, and a supportive housing project. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit www.attentionhomes.org

Salary Range: \$42,000 - \$45,000

Last Updated: November 2, 2020