



## **Data Coordinator, Supportive Services for Veterans and Families**

**Position:** Full Time / Regular / Non-Exempt

**Supervisor:** Data Manager, Supportive Services for Veterans and Families (SSVF)

**SUMMARY:** The Data Coordinator is responsible for coordinating data entry for SSVF enrolled Veterans. In this role, the Data Coordinator will be responsible for carefully assessing Veterans' housing status and completing screening and intake. Data Coordinator will also be responsible for data entry, review, and quality assurance of data entry throughout several Continuums of Care and several different software systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Data Specialist:**

1. Completes housing focused social work/case management activities with homeless and housing vulnerable Veterans and their families:
  - Intake and Assessment
  - Referral, Liaison / Brokering, Education and Advocacy
  - Data entry into HMIS system, ClientTrack and ClientTrack Client Files
2. Maintains needed documentation of services rendered to include contacts, units, progress notes, assessments, care plans and outcomes. This includes both agency chart and HMIS.
3. Processes expense forms and maintains required spreadsheet/tracking databases from VA and agency (i.e. legal services, SSVF temporary financial assistance (TFA) entries at agency and in HMIS).
4. Liaisons with Continuums of Care Coordinated Entry teams to ensure the highest standards of service delivery are being met.
5. Maintain work consistent with Department / Team Quality Assurance Standards.

#### **Clerical:**

1. Conduct preliminary screening for SSVF program eligibility which includes gathering and verifying all required personal and financial documentation and verifying for accuracy.

Completing and obtaining signatures for program agreement, HMIS release of information and consent for release. Review for SSVF eligibility.

2. Complete all HMIS data entries and verify for accuracy. Track HMIS metrics to complete VA requirements. Create monthly HMIS reports and upload them to VA repository.
3. Track SSVF TFA for all grants within the SSVF program.
4. Refer and link SSVF Veterans to legal counsel for help with evictions, landlord/tenant issues, outstanding warrants/court fees, debt collection, child support, criminal records expungement and discharge upgrades. Liaison with subcontracted attorneys and submit legal expense requests as an SSVF Legal Services Coordinator.

#### **Resource Identification:**

1. Identifies, establishes and / or maintains contact with key HMIS resources / providers.
2. Identifies, establishes and / or maintains contact with key Veteran and social services providers of services that support client long-term permanent housing stability.
3. Provides staff training on system data needs.

#### **General Duties:**

1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency to include assistance with events.

#### **QUALIFICATIONS:**

BSW or BA from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience. Strong preference for MSW and those candidates with experience in housing and homelessness and related social services and resources. Possess valid, current driver's license.

#### **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Veteran Preferred.
- Comprehensive knowledge of regional Veteran services and resources.
- Excellent multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients toward success.
- Compassionate, energetic and team focused.

#### **HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtm.org](mailto:jobs@osdtm.org). No phone calls please. Selected candidate must pass a drug test and background check.

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