



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

DATA SPECIALIST

FLSA Status: Non-Exempt

Summary of Position: The Data Specialist is responsible for report writing and database development and administration. The primary function is to ensure that all levels of the agency have the data collection/maintenance tools, and the reporting, to perform their functions in accordance with agency best practices.

Specific Duties:

Reporting

- Produce monthly, quarterly, and yearly reports. Provide in-depth data analysis, data summarization, and data visualization. Document and standardize procedures for providing information to requesting entities.
- Work with management staff to respond to ad hoc reporting requests. Evaluate requirements, build queries, check data, deploy reports. Document data report requirements.
- In consultation with senior management, create agency dashboards for both internal and external use, synthesizing data from all agency sources.
- Evaluate current systems for report delivery (Teams, Outlook, etc.) and determine the best platforms for management, staff, board, and outside entities.
- Administer agency Data Quality analysis and report issues to managers and directors.
- Collaborate with Program Directors on the proper use and development of operating procedures regarding data for their staff.

Database Administration and Development

- Use internal and external data to create, update, and maintain databases. Recommend procedures for the collection and coding of new and/or existing data elements.
- Maintain proprietary internal databases, including Drop-In Log, Internal Referral System, Outcomes databases, etc.
- Administer the agency HMIS system, including the coordination of training, assuring data integrity, reporting through ART and Qlik, and serving on regional committees.
- Design, develop, and implement an MS SQL/MS Access database to track agency technology by employee.
- Provide training for in-house proprietary systems.

Other

- Adheres to the Code of Conduct and Core Values of Connections for the Homeless.
- Performs other duties as assigned.

The following qualifications are requirements for the position:

- Bachelor's degree in computer science, management information systems, data analytics, or related field and one year or more of experience, or;
- Associates degree in computer science, management information systems, data analytics, or related field and two or more years of experience, or;
- The equivalent combination of education and experience.

- Experience successfully developing accurate reports, queries, and other data outputs with query tools such as MS SQL Server, Crystal Reports, Tableau, Qlik, etc., and database tools such as MS Access.
- Excellent project management and organizational skills.
- Excellent communications skills (active listening, written & verbal)
- Ability to multitask, prioritize appropriately.

- Ability to work collaboratively with a wide variety of people and providers.

Other requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis.

Reports to: Data Manager

May, 2021