



Job Title: HMIS System Administrator

Status: Full-time, salaried with comprehensive benefits

Salary Range: Commensurate with experience, and employment history with ICA

Location: North Dakota

Express your interest in this position by emailing a detailed cover letter highlighting relevant experience and qualifications, along with resume to: david.eberbach@icalliances.org

ABOUT US

The Institute for Community Alliances (ICA) is a non-profit organization that administers North Dakota's statewide Homeless Management Information System (HMIS), the database that collects client-level data on homelessness in the state.

More about ICA can be found at www.icalliances.org.

ESSENTIAL FUNCTIONS

HMIS Network Management

- Provide training and technical support to partner agencies and end users to ensure proper use of the HMIS.
 - Assist partner agencies and end users to ensure data confidentiality, integrity, and security.
 - Assist partner agencies with HMIS related federal regulations and data standards.
 - Work with other ICA staff to coordinate training schedules and maintain user attendance records.
 - Review system data quality regularly and conduct related training as needed.
 - Work closely with partner agencies to clean up data issues and improve data quality.
 - Assist the continuum of care with system performance measures and program outcome reporting.
 - Assist partner agencies in meeting reporting requirements
 - Work with other ICA staff to develop and update training materials.
 - Coordinate with the HMIS vendor to resolve more complicated reporting needs.

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from an accredited college or university with a major in a relevant field relating to social work, sociology, or community information systems.

Experience: Minimum of two years of full-time experience or its equivalent in community information systems and coordinated care services.

Ability to:

- Gather and analyze data, prepare accurate reports and recommendations for the resolution of systems issues.
- Exercise good judgment and discretion in handling confidential matters.

- Deal tactfully, diplomatically and objectively with consumers, providers, gov't and elected officials, and general public.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Travel within assigned region regularly and occasionally to regional or national meetings and events.
- Work in an occasionally stressful environment, handle multiple tasks simultaneously, and meet established deadlines.
- Create reports, business correspondence, and procedure manuals.

Knowledge of:

- Basic office equipment and technology.
- Relational database software.
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

Other requirements:

- A valid driver's license and proof of current insurance.
- Prospective candidates will be subject to and must pass a comprehensive criminal background check.

DESIRED QUALIFICATIONS:

- 3 years of experience working specifically with individuals in programs that address the full array of needs of persons experiencing homelessness in a diverse and multi-cultural environment.
- Effectively present information and respond to questions from partner agencies, end users, governmental entities, the general public, and other stakeholders.
- Get along and work effectively with others.
- Provide technical support and training to individuals with varying levels of technical knowledge in a non-judgmental manner.
- Strong communication skills both verbal and written.

The Institute for Community Alliances is an equal opportunity employer. No person shall be excluded from employment or participation in any aspect of Institute programs on the basis of sex, religion, race, creed, color, veteran status, disability, age, sexual orientation, gender identity or national origin.