Position Summary

The position is responsible for maintaining accurate Data Quality Control, managing Prevention Funds and databases of all prevention services. The right applicant must be able to work well with an internal team and have a strong ability to coordinate with other agencies as needed to reach homelessness prevention goals.

Essential Functions and Responsibilities

1. Review the Housing Counseling Prevention data system and ensure that is up to date and accurate; Report information to funders and CMHA team
2. Maintain the Housing Counseling database, funds database, as well as RAFT Tracker systems
3. Provide data as needed to the Program Director for Grant Writing and contract reporting responsibilities
4. Review files to present to the Housing Counseling Director for the approval or denial of prevention funding, including payment authorization and tracking changes in funding requirements and/or concerns regarding funding resources
5. Reconcile funds database
6. Lead prevention data collection complete funding requirements and applications for funds
7. Maintain accurate funding records and report data to the Executive Director and Housing Counseling Director on a regular basis
8. Participate in Statewide Data Impact reports such as the annual RAFT report in conjunction with regional non-profits statewide
9. Other duties as assigned by the Director of Housing Counseling, Executive Director, or Designee
Education / Experience

- Bachelor’s degree or related experience in the field for 3 years

Position Requirements at Time of Hire

- Proficient in Microsoft Access and Excel
- Excellent customer service skills
- Ability to work collaboratively with a variety of stakeholders
- Understanding of private and subsidized housing market
- Proficient in data reporting
- Strong organizational skills
- Sensitivity toward the needs and challenges of families served
- A demonstrated ability to motivate and support people

To Apply

Please send resume and cover letter to Noemi Martinez at nmartinez@cmhaonline.org by January 31, 2020.