**Date:** 5/7/19

**Department**: CoC Management Services

**Position**:CoC Data Analyst

**FLSA Status**: Exempt

**Job Status:** Full Time

**Reports To**: CoC Planning Manager

**Supervises**: N/A

**Travel**: 10%

The CoC Data Analyst will be responsible for importing and/or extracting large amounts of data, creating tables and databases, cleaning and analyzing data, creating data visualization dashboards, and creating and formatting reports for management and community partners. The Analyst is responsible for the preparation and analysis of key statistical trending reports as well as providing support in the development and maintenance of monthly financial grant forecasting. This role requires cross-functional work with Information Systems, project management, System Support Services and community relations, as well as working directly with community partners. This position will assist with Data Warehouse testing and reporting for the CoC Management Department. The CoC data analyst will work with the CoC Planning Manager in performance monitoring, evaluation and technical support of homeless housing and service providers. The CoC Data Analyst will participate in Continuum of Care activities throughout the year.

**Performance Evaluation**

* Assist with routine monitoring and performance evaluations for grant recipients to provide opportunities for program compliance and performance improvement
* Serve as point of contact for partner agencies’ questions and concerns regarding HUD stated data performance requirements
* Collect and organize information, statistics and other data sources for system level performance, evaluation and monitoring
* Preparation and analysis of key statistical trending reports such as State of the Homeless Report

**Planning**

* Communicating cross-departmentally regarding project scope, progress and findings regarding everything related to data
* Working in a team environment where brainstorming, innovation and collaboration is critical while also maintaining personal responsibility for completion of assigned projects on time and of high quality
* Leveraging tools to automate the flow of data of various data elements within the CoC ecosystem
* Analysis of multi-system data sets to identify community wide needs and gaps
* Innovating new ways to standardize existing data processes and optimizing current workflows
* Creating custom community facing reports
* Creating custom data sets for use within TCHC teams

**Educational Experience**

* Bachelor’s Degree (B.A. or B.S) in a Quantitative field (Mathematics, Computer Science, MIS, Statistics). A Masters in Information Technology and Management, Data Science, Data Analytics, etc. preferred.

**Functional Experience**

* Experience working with and creating data visualization tools (Tableau, PowerBI) preferred
* Advanced Excel knowledge (V-lookups, pivot tables, macros, etc)
* Experience with SAS/SPSS
* Basic computer skills and knowledge of Microsoft Office and Adobe Acrobat required
* Ability to learn and fully use HMIS software within the first 90 days of employment
* Ability to work in an environment with multiple distractions
* Clear a criminal background check in compliance with the Continuum of Care’s HMIS data security standards
* Excellent oral and written communication skills

**Work Behaviors**

* Represent Tarrant County Homeless Coalition (TCHC) in a professional manner at all times
* Desire and commitment to prevent and end homelessness
* Maintain client confidentiality
* Maintain high ethical standards
* Conviction about the capacity of people to grow and change
* Establish a respectful relationship with persons served
* Work collaboratively with other personnel and/or service providers or professionals
* Maintain a helping role and to intervene appropriately
* Work independently
* Maintain professional boundaries

**Work Environment:** Office setting. Typically sitting behind desk, standing, walking, talking. Some lifting may be required

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Statement on Diversity**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

|  |
| --- |
| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate. |

By signing this job description, I acknowledge that I have had an opportunity to review it and ask questions about it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CoC Data Analyst Date