

Grand Traverse Area Continuum of Care (CoC) is seeking a **Homelessness Management Information System (HMIS) System Administrator (Part Time)** to function in a variety of areas including planning, training and operations of the Homeless Management Information System (HMIS). The System Administrator will coordinate with the Coalition, the Statewide HMIS Planning/Implementation Committee, Bowman Internet Systems and Grand Traverse Area COC homeless service providers.

Responsibilities include coordinating activities with area homeless service providers, and Bowman Internet Systems, developing informational presentations, and assisting agency personnel with HMIS related issues. Additionally, this position will create and generate reports, develop and implement policy & procedure, and provide ongoing support to users.

The following is a high-level description of **job functions and tasks** for which the System Administrator will be responsible.

Planning Function:

- Represent voice of GTACOC at state level;
- Attend GTACOC meetings & provide updates on MSHMIS;
- Develop HMIS informational presentations and trainings;
- Arrange meetings and trainings with implementing agencies HMIS;
- Explain advantages of system to organizations interested in joining the implementation;
- Discuss issues that may be unique to each agency (e.g. which modules they want to use, customized data elements, integration of existing data, security/privacy concerns, eventual interagency data sharing.); and
- Develop additional policies and operation procedures relevant to Grand Traverse Area COC and individual service providers.

Training Function:

- Become familiar with ServicePoint materials and mid-level system administration processes;
- Attend ServicePoint training sessions and webinars;
- Facilitate HMIS training sessions for agency designated system administrators and end-users;
- Work with MSHMIS project manager on coordination of implementation;
- Assist agency personnel with a variety of HMIS related issues, troubleshooting problems as they arise; and
- Provide planning, training and implementation to additional agencies that may come on board.

Ongoing Operations Function:

- Continue acting as HMIS liaison between local and state levels;
- Provide on-going assistance and support to agencies throughout the implementation;
- Provide on-going training as additional agencies or new personnel come on board;

- Develop and provide ongoing reports to federal, state and local funding sources, State;
- Implementation Committee, AHAR, Grand Traverse Area COC and others;
- Routine monitoring of data quality, formal report preparation and routine mining of the database to respond to informational requests;
- Attend System Admin I meetings and webinars; and
- Oversee work of data entry clerks.

Development Function:

- Seek support for Grand Traverse Area HMIS implementation from additional resources (in addition to HUD McKinney funding.);
- Identify current and future HMIS monetary and resource requirements;
- Identify potential resources;
- Develop HMIS presentation materials and needs statement;
- Contact/network with potential resources to solicit funding; and
- If additional funding secured, develop status report compliance criteria to funding source.

Requirements

- BS or BA in computer related field is preferred; commensurate experience or education considered;
- Experience with grant work and reporting is preferred;
- Excellent verbal and written communication skills;
- Ability to work as a team member;
- Excellent computer skills;
- Possession of a valid Michigan Driver's License and personal automobile insurance; and
- Possession of an operable automobile for authorized departmental travel.

Work Schedule: Approximately 20- 22 hrs per week.

For prompt, confidential consideration **apply with cover letter and resume** to:

HR
 Goodwill Industries of Northern MI, Inc.
 2279 S Airport Road W
 Traverse City MI 49684

Or FAX 231-995-7700
 Or e-mail barbarat@goodwillnmi.org