



Job Announcement

Background

Homeless Alliance of Western New York (HAWNY_) has been the leading provider of homelessness services, data collecting, and analysis for more than 17 years. Through our community collaboration, data governance, and research, we help homeless service providers optimize their programs by identifying needs and service gaps within our community.

As the lead agency for both the Continuum of Care (CoC) and the Homeless Management Information System (HMIS) in Erie, Niagara, Genesee, Orleans, and Wyoming Counties, we foster collaboration in the community to implement best-practice models ensuring everyone has a home.

Title :	Data Quality Assistant
Department :	HMIS
Reports To :	HMIS Director
Employment Status :	Part-time, Temporary
Benefits :	none
Wages :	\$25.00 per hour, approximately 20 hours per week

Position Summary

The Data Quality Assistant will help in monitoring and maintaining community partner data quality standards set forth by HUD and the CoC. This position will work closely with the HMIS team members to find, report, and correct inaccurate data within HMIS. This is a short term/contract position. Expected to end on Dec 30th 2023.

Primary Responsibilities

- **Data Cleaning:** Identifying and correcting errors, inconsistencies, and inaccuracies such as duplicate records, missing values, and formatting issues.
- **Data Entry and Verification:** Accurately inputting data into databases and systems, while also verifying the accuracy of data entered by others.

- **Data Auditing:** Assist in conducting regular audits of data to identify discrepancies and inconsistencies, and taking corrective actions as needed.
- **Collaboration:** Collaborating with HAWNY staff and community partners to understand their data requirements and provide assistance for analysis and reporting.

Preferred Education / Experience

The ideal candidate will have the following education and/or experience:

- High School Diploma or equivalent required.
- Familiarity with Homeless Management Information Systems (HMIS) is a bonus, but not required. Training will be provided.
- Basic computer skills are required.
- Statistical experience is very helpful.
- Ability to work in collaboration with internal staff and with a diverse set of community partners.
- Experience with Microsoft Office and Google Suite of software.
- Creativity in problem solving and solid time management skills.
- Limited requirements, must be able to maintain files and lift objects that weigh up to 25 lbs.

Environmental and Working Conditions

- General office environment; no exposures to extreme heat, cold, dust, or noise.
- Limited travel is required, mileage reimbursable.
- Hybrid remote and office work environment
- Flexible hours with some required on site hours at the office and partnering providers' locations as needed
- Respectful and work-life-balanced environment
- Professional development opportunities
- Reference or Recommendation available upon end of contract
- Opportunities to connect with local housing, governmental agencies, and/or community partners
- Small team dynamics

Physical and Mental Requirements

Primarily a sedentary position with occasional standing, sitting, bending, and reaching required. A high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.

Application Instructions

Please submit a cover letter and resume by email to Nathan Pyzikiewicz, HMIS Director, at pyzikiewicz@wnyhomeless.org.

Notices to Applicants

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the [Know Your Rights: Workplace Discrimination is Illegal Poster](#).

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the [E-Verify Participation Poster](#) and the [Immigrant and Employee Rights \(IER\) Right to Work Poster](#).

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.