

JOB TITLE: Data Compliance Coordinator

JOB SUMMARY: The Data Compliance Coordinator is responsible for monitoring data quality and over all systems performance for Avenues Shelter and Transitional Housing (TH) programs. This position provides leadership and direction to support staff in their data management and administrative work to ensure compliance is established and maintained in accordance with all regulatory requirements. In addition, this positon will be responsible for data tracking and entry of program measurements. This person will work directly with the department managers to comply with internal and external data standards.

REPORTS TO: Assistant Director, Shelter, Transitional Housing & Rapid Rehousing

Avenues partners with youth experiencing homelessness to achieve their dreams, providing short-term and long-term supportive housing, along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Avenues seek to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

OUTCOMES OF THE POSITION

* Ensures overall program data is tracked and compiled accurately and in a timely manner.
* Coordinates participation in the self-assessment for evaluation.
* Input evaluation data in a timely manner.
* Ensures timely and accurate data input into HMIS and Client Track.
* Produces reports as needed to stay in compliance.
* Create assessments and tools needed for accurate data for reporting.
* Meet with all departments to ensure outcomes are reported in timely manner.

PRIMARY DUTIES

* Maintains internal processes to stay in compliance regarding all regulatory and/or licensing requirements.
* Assists in training staff on regulatory compliance.
* Monitors program performance by completing audits and chart reviews for designated areas of operations.
* Monitors program compliance with recordkeeping and documentation practices.
* Acts as liaison to external surveyors and auditors.
* Provides technical assistance to team members to ensure quality standards are being met.
* Provides monitoring of data operations with critical issues to ensure staff competency and identify any deficits to make recommendations.
* Implement survey readiness procedures to ensure compliance with regulatory and licensing agencies.
* Track and trend data collected from internal and external surveys/audits to improve quality service delivery and overall compliance.
* Ensure best practices are implemented in service areas including intake, assessment, confidentiality/data management, reporting, evaluation and follow-up.
* Ensure the Intake and Exit process for youth are in compliance.
* Ensure that all client files have proper documentation by including all paperwork for compliance with government funding and licensing.
* Conduct weekly, monthly, and quarterly reviews.
* Coordinate with other program managers and partner agencies to ensure effective program delivery.
* Gathers and compiles information for internal reporting to review data compliance and accuracy.

HMIS (Homeless Management Information System)

* Provides technical support, which may include system training, program/system documentation, data extraction, data review and tracking in regards to HMIS and reporting.
* Support staff with the data workflow for youth in regards to entry/exits, data entry.
* Follow up with the team on data quality.
* Ensure the delivery of the tool called Casey - Independent Living Skills (ILS) is completed and documented in HMIS/files.

QUALIFICATIONS:

* Requires at least a high school diploma or equivalent with a minimum of 3-5 years’ experience in a data reporting, data analysis, or data compliance.
* BA/BS in the field of human services, social work, social services, etc.
* Analytical, data-driven, with an understanding of how data flow can drive program results.
* Good attention to detail with the ability to multi-task.
* Ability to work under pressure and meet deadlines.
* Ability to work independently and as part of a team.
* Excellent documentation, communication, and computer literacy skills.
* Experience with and commitment to principles-based youth work and restorative justice required.
* Understanding of power, privilege and systems of oppression required.

OTHER INFORMATION:

* Employment Status: Regular, Hourly, Non-Exempt
* Hours: 30 hours per week
* Location: Office will be located at Minneapolis, Brooklyn Park and Camden location
* Compensation: Commensurate with qualifications and experience.

*Persons of color are encouraged to apply.*

*Avenues for Youth is an Equal Opportunity Employer.*

Please email Cover Letter, Resume & References to Attention: Shennika Sudduth ssudduth@avenuesforyouth.org

[www.avenuesforyouth.org](http://www.avenuesforyouth.org). • 1708 Oak Park Avenue North, Minneapolis MN 55411 • 612-522-1690