



## **HMIS (Homeless Management Information System) Specialist**

FamilyAid is Greater Boston's leading provider of solutions to family homelessness. Its mission is to empower parents and caregivers facing homelessness to secure and sustain housing and build strong foundations for their children's futures.

The hundred-plus year-old agency has launched bold new strategies to reduce two-generation homelessness by dramatically increasing its prevention, housing, and supportive services for children, putting the organization on a fast-growth trajectory.

To support these strategies, the agency seeks a dynamic, driven HMIS (Homeless Management Information System) Specialist, to support the agency's deepening services to more than 5,000 children and parents.

The (Homeless Management Information System) Specialist will be responsible for framing targeted program evaluations, for designing internal and external surveys, for maintaining and improving the agency's HMIS and other data tracking systems, for training staff and other related parties on all technologies. Will promote policies related to accurate data collection amongst staff and management to generate an agency-wide acceptance of, and willingness to contribute to, highest possible data quality standards.

Will provide general Clarity and ETO training for new staff. Will complete other administrative work as assigned by Data Analyst, Supervisor and Senior Program Officer.

The successful candidate will have a bachelor's degree in a related field. 2+ years' experience with HMIS is required (ETO and Clarity preferred). Excellent computer skills and knowledge of Microsoft Office, databases, standard querying logic, Microsoft Access are mandatory, as well as ability to manipulate pieces of data with accuracy and experience and familiarity with human service agencies and situations.

FamilyAid's supportive, collaborative, and diverse workplace is an ideal work environment for experienced, result-oriented professionals who are driven to help children and families thrive. The agency supports professional growth, and offers competitive salaries, health, and dental plans, an employer-contributed 403b retirement plan, and a generous paid time off package.

**Location:** 3815 Washington Street, Boston, MA 02130

**Work Schedule:** Full-time, 40 hours/week, with flexibility to best meet client and program needs. Some evening availability may be required. This is a hybrid position. Some onsite work at FamilyAid locations and main office will be required.

FamilyAid's Covid vaccine policy requires all employees to be fully vaccinated including any eligible doses at time of hire.

**To apply:** Applications will be reviewed on a rolling basis. Please send your cover letter and resume to [hr@familyaidboston.org](mailto:hr@familyaidboston.org)

**FamilyAid is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.**