



**Position:** HMIS Data Lab Manager

**Document date:** 5/6/2022

### Position Overview

The HMIS (Homeless Management Information System) Data Lab Manager oversees the operations and functioning of the HMIS Data Lab, which is an activity supported by the U.S. Department of Housing and Urban Development. The HMIS Data Lab's primary purpose is to ensure that HMIS vendors have all necessary resources and support needed to properly configure HMIS software to meet HMIS data collection and reporting requirements. This is achieved by maintaining a fully functional HMIS software from which a test environment is derived and used for analysis, test programming, and product or tool development. Programming specifications and other technical HMIS guidance materials are also developed and provided through the HMIS Data Lab.

The ideal candidate for this position has extensive knowledge about federal policy related to homelessness; strong project management skills; and an aptitude for analyzing and using data, preferably from HMIS, for data-driven planning and decision making.

### Key Responsibilities:

- Ensure ongoing accurate VESTA-MA (HMIS) setup and functionality, compliant with local and federal data collection requirements, in collaboration with the VESTA-MA Project Manager.
- Provide support to HMIS vendors through monthly calls, maintenance of vendor hub, and responding to help desk questions.
- Oversee the development of HMIS vendor related tools including, but not limited to data standards mapping and HMIS Test Kits.
- Lead and/or participate in the development of high-quality technical HMIS documents and tools in alignment with HUD policy, regulation, and guidance. These include, but are not limited to, HMIS Data Standards Dictionary, HMIS Reporting Glossary, and programming specifications.
- Work closely with COO and CIO to conduct HMIS Data Lab research, testing, or analysis upon HUD or federal partner request.
- Coordinate work activities of the Data Lab with other national TA providers and/or HUD as needed.

### Requirements:

- Knowledge of HUD regulations and policy priorities specifically: knowledge related to homelessness and HMIS.
- Must possess excellent oral and written communication skills; ability to convey information in a clear and concise manner and work within a team environment.
- Ability to take initiative and work flexibly and independently, adhere to priorities, and meet multiple deadlines in a team-oriented, highly dynamic environment.
- Organizational, problem solving and project management skills.
- Detail-oriented.
- Willingness to work collaboratively, but with the capacity to work independently, and travel for trainings and meetings.
- A minimum of 5 years of experience working with management information systems or HUD programs and policies.
- Minimum Bachelor's degree in related field. Advanced training and degree preferred.

If you are interested in applying for this position, please send a cover letter and resume to [HR@partnershipcenter.net](mailto:HR@partnershipcenter.net).

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.