



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

HMIS ADMINISTRATOR

Division: Health, Housing, and Nutrition
Department: Housing
Supervisor: Associate Director for Housing
FLSA Status: Non Exempt – Non Union

Qualifications:

1. Bachelor's degree in human services, data science or in a related field required.
2. Two (2) years of database management administration, including data entry, and using various applications and database systems required. HMIS experience preferred.
3. Two (2) years using Microsoft Office 365 and/or standard software applications typically used in an office environment preferred.
4. One year of experience giving written and oral presentations preferred.
5. Valid Michigan Driver's License and reliable transportation.

Job Mission:

Oversee, administer and maintain the implementation of the Homeless Management Information System (HMIS) to analyze data to help drive community decisions related to ending homelessness and housing insecurity in Livingston County.

Performance Standards:

1. Manage all aspects of the Homeless Management Information System (HMIS), ensuring accuracy and integrity of database, maintaining HMIS policies as required by funders, and oversight of data collection and continuous quality improvement of end users within the HMIS system.
2. Participate in local, state, and national meetings or conferences relating to data management requirements and policy development for both HMIS and agency-wide database systems.
3. Provide training and technical support to partner agencies and staff participating in the HMIS implementation.
4. Create and analyze HMIS system reports as needed to ensure data quality and system performance outcomes are met to measure progress and report to funders on Continuum of Care outcomes.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage

20 hours per week; 52 weeks per year
\$20.00 per hour (minimum)

Location

Pontiac

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: HMIS Administrator

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	8+	
Stand	N/A	
Walk	N/A	
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	No	
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	No	

	Pounds	Comments
Weight Carried	Up to 10 lbs	

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: June 10, 2022