



**POSITION: DATA ANALYST**  
**CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT**

Upward Bound House (UBH) is a nonprofit organization whose mission is to eliminate homelessness among families with children in Los Angeles by providing housing, supportive services, and advocacy. The organization carries out this mission by operating programs that provide both temporary and permanent housing resources to homeless families. UBH's integrated programs provide clients with concentrated and coordinated access to services according to the nature of their needs. This position will work in our South Los Angeles programs.

The Data Analyst will be responsible for administrative duties to assist program staff and clients to ensure documentation and statistics are maintained and accurately reported both in internal database as well as in Homeless Management Information System (HMIS). Performs a variety of skilled administrative duties directly related to program management activities including intake, program orientation, coordination of placement, data collection and database maintenance, and generate and format reports for both in-house and funding entities.

**ESSENTIAL RESPONSIBILITIES:**

- 1) Input data entry and exit information into the HMIS system (all the various program enrollments and cross-enrollments)
- 2) Tracking all program enrollments, exits, eligibility, errors, and permanent placement per respective program(s).
- 3) Responsible for auditing closed files for accurateness and to ensure contractual compliance.
- 4) Ensure integrity of data, verifying information regarding data quality and data completeness.
- 5) Maintain client information through data entry into program database/HMIS system to ensure accuracy for weekly, monthly, quarterly and annual contract reports.
- 6) Prepare and submit monthly, quarterly, and annual reports.
- 7) Act as liaison to Program/Quality Management Committee: comply with requests for program data, coordinate completion of all reports and participate in preparation for program/contract audits as needed.
- 8) Attend agency and community meetings as directed by supervisor.
- 9) Other duties and responsibilities as assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

## **QUALIFICATIONS:**

- 1) Bachelor's degree from an accredited college or university in social work, human services or a related field; a combination of education and experience may be substituted.
- 2) One year experience providing services to persons experiencing homelessness.
- 3) Previous experience with housing location services for homeless persons or under-served communities preferred.
- 4) Strong written and verbal communication skills.
- 5) Strong analytical skills.
- 6) Creative problem-solving skills.
- 7) Ability to work in a team.
- 8) Exceptional organizational skills.
- 9) Detail-oriented to review information and ensure accuracy.
- 10) Bilingual (English/Spanish) preferred.
- 11) Ability to work with diverse population.
- 12) Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- 13) Experience using a data management system to record client information and interactions.
- 14) Employment with UBH is contingent on completion of satisfactory background check.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Driver's License and proof of auto insurance.
- TB Test Clearance (upon hire)

## **TO APPLY:**

To be considered for a position, email resume to [hr@upwardboundhouse.org](mailto:hr@upwardboundhouse.org). Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.