



## **Heading Home**

**Job Title:** Data Manager  
**Program:** Heading Home  
**Reports To:** Housing Director  
**Hours:** 8:00am – 5:00pm

Exempt  Non-Exempt

### **Position Summary:**

The duties of the Data Manager will include full lifecycle analysis to include data requirements, activities and design. This position will develop analysis and reporting capabilities, including, but not limited to, those required to provide data for the annual report. This position will also monitor performance and quality control plans to identify improvements.

### **Essential Duties & Responsibilities:**

- Interprets data, analyzes results using statistical techniques and provides ongoing reports for all Heading Home housing programs
- Develops and implements databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquires data from primary or secondary data sources and maintains databases/data systems
- Filters and “cleans” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Works with management to prioritize information needs
- Locates and defines new processes to improve opportunities
- Provides technical support to staff and writes data-related training materials
- Interfaces with HMIS data staff to cross check data with in-house database
- Interfaces with personnel across Heading Home programs to provide data related assistance and reporting
- Maintains highest level of confidentiality

### **Additional Responsibilities**

- Attends meetings as needed
- Completes other duties, as assigned

### **The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.

- Observe and practice safe work habits and practices in compliance with regulations, statures and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Skills:**

- BS in Mathematics, Economics, Computer Science, Information Management, or Statistics.
- Advanced skills in Microsoft Word, Access, and Excel
- Technical expertise regarding data models, database design development, and data mining
- Strong knowledge of and experience with SQL
- Knowledge of statistics and experience for analyzing datasets
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Ability to communicate effectively orally and in writing
- HMIS certified (training will be provided)

**Other Requirements**

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- \*CPR/ First Aid Certification or ability to become certified within 30 days of hire.

Please reply with Cover Letter and Resume to Dorothee Otero at [dorotheeo@headinghome.org](mailto:dorotheeo@headinghome.org)