The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on a path to self-sufficiency. EChO's services are designed to assist community members who are facing personal or economic adversity by providing a range of wrap-around services tailored to the specific needs of individuals and families. EChO's programs include the Food Pantry, Client Services, Job Center, Evergreen Shelter Program(ESP) and the EChO Resale Shop. EChO serves a diverse population primarily consisting of residents of the unincorporated mountain areas of Jefferson and Clear Creek counties.

We are currently seeking a **Homeless Management Information Systems (HMIS) Analyst**. The **HMIS Analyst** is a member of the EChO Client Services team and works with Client Advocates and clients. The Client Services department provides short-term crisis intervention, service navigation, intensive case-management, homelessness prevention, and housing navigation. This position reports to the **EChO ESP (Evergreen Shelter Program) Coordinator.**

Essential Duties/Responsibilities:
- Work directly with homeless and at-risk clients to obtain releases of information, determine eligibility for, and register for, Hotel Vouchers and ESP site-based shelter attendance, and refer elsewhere when appropriate.
- Conduct Client Intakes into two databases:
  - **CO-HMIS** (Colorado Homeless Management Information System) and **NewOrg** (EChO's internal database)
- Maintain and update client computerized database records in both **CO-HMIS** and **NewOrg**
- Coordinate Emergency Hotel Voucher process and funds requests and disbursements
- Weekly check-in with Client Advocates and others to collect ESG-CV Grant billable time logs, and other billable expenses
- Collect required documentation from all grant recipients
- Perform data entry and creation of statistical reports and graphics
- Review Data Quality and Data Timeliness Indicators, make corrections and updates to databases and provide feedback to database users.
- Collaborate with community organizations, volunteers, and other agencies
- Perform other duties as assigned

Job Qualifications:
- High school diploma or equivalent
- Empathetic, supportive and dedicated to helping others
- Able to maintain strict client confidentiality
- Proficient computer skills including Microsoft Word, PowerPoint, Excel, Google Suite, ability to learn additional database management

- Strong attention to detail and highly organzied

This is a temporary (one year) grant funded position for $18 per hour for 40 hours per week.