

**Child and Family Charities**  
**Posting – Gateway Youth Services**  
**Data and Quality Specialist**

**Position Summary:** The Data and Quality Specialist will work to continuously improve the quality of programs and services through the development, execution, and evaluation of data collection and reporting systems including client file management.

**Qualifications:**

- Bachelor's degree preferred or 2 years of experience with data collection, analysis and reporting, quality assurance
- Knowledge of Microsoft Word, Excel, Outlook, and some experience utilizing databases.
- Exceptional organizational skills and ability to manage multiple priorities, tasks, and responsibilities and work under deadlines.
- Capable of working independently with a minimum amount of supervision. Takes initiative on projects.
- Excellent oral and written communication skills, with a strong focus on quality service delivery.
- Ability to work cohesively with a diverse client population, staff, and volunteers.

**Specific Duties and Responsibilities:**

**Data Collection and Reporting Systems**

- Act as the HMIS Administrator and lead contact for federal and state grants, and maintain all HMIS certifications.
- Provide HMIS certification onboarding training to all GYS staff and submit all required initial and updated HMIS certifications to the CoC HMIS Lead.
- Run regular data quality reports and work with GYS team members to improve data quality.
- Correspond with State and local CoC leads regarding data quality and make any requested updates or corrections in HMIS.
- Review data reports for accuracy and completeness, per required program standards.
- Complete the required quarterly RHY-HMIS data uploads
- Develop/Evaluate data collection/tracking systems used to report other program outcome measures
- Utilize a variety of data sources to assist with regular internal program audits
- Prepare data outcome reports for leadership for needed grant reports, grant applications and community presentations.
- Assist Gateway leadership in utilizing and interpreting HMIS and other reports.

**Case File Management:**

- Maintain a client file management system that meets COA, Licensing, and government regulations.
- Organize and maintain SharePoint with current client file forms, program handbooks and manuals.
- Lead ongoing client file monitoring for quality and consistency.
- Maintain closed case files for the required time frames.
- Ensure follow-up surveys and contacts are completed in a timely fashion and data is entered into HMIS.

**Quality Control and Assurance:**

- Work with GYS Leadership to develop annual training calendars that meets all COA, licensing, and contract requirements.
- Develop and manage a system to track staff training hours and subject matter.

- Evaluate and revise data collection procedures and workflows.
- Provide training on the importance of data quality and compliance.

**Resume and Cover Letter:**

Liz Gonzalez, Director of Administration  
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