



Position: Data Analyst

FLSA Status: Exempt

Job Status: Full Time

Reports To: Director of Community Impact

Supervises: None

The Data Analyst is responsible for supporting the organization's efforts to address homelessness by leveraging data-driven insights and strategic decision-making. This role involves identifying emerging trends and conducting comprehensive data collection, analysis, and interpretation pertaining to homeless populations, service utilization patterns, program efficacy, and community needs. This position will identify trends and evaluate system performance measures for efficiency, productivity, and sustainability.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Extract population and system performance data to identify trends and showcase needs and gaps
- Develop system-level data models to assess the impact of TCHC programs and services on agency and CoC outcomes
- Conduct impact analyses and assess outcomes of homeless services interventions
- Support the Director Financial Strategy with analysis of new funding by providing relevant data on emerging needs and assisting with outcomes forecasting
- Develop data dashboards, reports, and visual representations to support decision-making for internal and external stakeholders
- Collaborate with internal teams and external partners to ensure comprehensive data collection across different service providers and agencies
- Monitor system performance measures to assess program effectiveness and impact on homelessness reduction
- Ensure compliance with Housing and Urban Development reporting requirements, including the preparation and submission of accurate and timely reports tied to funding allocations.

QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in a data analysis or related discipline, or equivalent combination of education and experience; Master's Degree preferred.
- Minimum 2 years of experience in data and evaluation efforts
- Minimum 2 years of experience creating program plans using data and evaluation
- Minimum 2 years of experience handling large data sets and relational databases
- Experience co-creating, evaluating and redesigning performance measurements.
- Experience in data analysis and reporting, preferably in a social services or public health setting

COMPETENCIES

- Demonstrate an understanding of systems and data software within the first 90 days of employment;
- Ability to take initiative in self-directed learning, ask insightful questions, and apply critical thinking skills to solve complex problems.
- Knowledge and understanding of HUD data elements and guidelines
- High level skills in methodologies and processes for managing large-scale databases
- Ability to critically evaluate data to derive meaningful actionable insights
- Ability to communicate complex data insights or audiences without a technical background
- Detail-oriented and polished professional
- Ability to work with individuals from diverse backgrounds
- Organized and flexible
- Proficiency in statistical software and data visualization tools

WORK BEHAVIORS

- Represent Tarrant County Homeless Coalition in a professional manner at all times
- Desire and commitment to prevent and end homelessness
- Maintain confidentiality of clients served
- Maintain high ethical standards
- Conviction about the capacity of people to grow and change
- Establish a respectful relationship with persons served
- Work collaboratively with other personnel and/or service providers or professionals
- Work independently
- Maintain professional boundaries

GALLUP CLIFTON STRENGTHS ALIGNMENT

- Focus
- Restorative
- Ideation
- Adaptability
- Maximizer

WORK ENVIRONMENT

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required. Occasional after hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

STATEMENT ON DIVERSITY

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, gender identity or gender expression.

HOW TO APPLY

To apply for the position, please email both a cover letter and resume to Rachel@ahomewithhope.org. Applications that do not include a cover letter will not be considered. Due to capacity only applicants selected for next steps will be contacted.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.