



May 2, 2008

Dear Applicant:

Thank you for your interest in employment with the Council for the Homeless (CFTH). The position of Homeless Management Information System (HMIS) Coordinator is described in the enclosed job description.

The Council for the Homeless, a non-profit 501c (3), is the principle planning body for ending homelessness in Clark County. The HMIS Coordinator reports to the Executive Director, Council for the Homeless.

The Council for the Homeless was created in 1989 through a broad-based coalition that included the City of Vancouver, Vancouver Housing Authority, Clark County, and community volunteers. The coalition goal was to develop a systematic approach to address the issue of homelessness. As a result, the Council for the Homeless was created and charged to lead local efforts to address homelessness. The Council for the Homeless remains closely tied to the Vancouver Housing Authority, and Council for the Homeless staff participate in the Vancouver Housing Authority benefit plans.

The selection of the HMIS Coordinator is an important decision for the Council. To provide us with the best information to make the hiring decision, each applicant is asked to submit the following:

- Completed application
- Supplemental questionnaire
- Resume
- Names and telephone numbers of six (6) professional references
- Cover letter summarizing pertinent qualifications and experience

Your questionnaire, application, resume, and cover letter can be completed in MS Word and e-mailed to jwichert@vhausa.com, or printed from the ".pdf" posting and faxed to (360) 993-9569. You may also mail or drop off your application at our administrative offices at 2500 Main Street, Vancouver, WA 98660. Additional information and application packet is available on the Council for the Homeless website (www.icfth.com).

An application form, a supplemental questionnaire, a job-posting announcement and a job description are enclosed.

If you should have questions, please feel free to call me.

Sincerely,

Jan Wichert
Human Resources Administrator
(360) 993-9562

**COUNCIL FOR THE HOMELESS
VANCOUVER HOUSING AUTHORITY**

JOB POSTING

JOB TITLE: HMIS Coordinator
SALARY RANGE: \$3116 - \$4673 per month
STATUS: Full time
CLOSING DATE May 12, 2008

The Council for the Homeless CFTH has an immediate opening for a Homeless Management Information System (HMIS) Coordinator. This position manages HMIS for CFTH. In addition, this position provides community outreach, training, and monitoring to ensure system viability and effectiveness.

The position reports to the Executive Director, Council for the Homeless.

The preferred candidate will have:

- BA in computer science or related field and 2 years increasingly responsible experience working with data bases and providing statistical analysis or equivalent.
- Experience providing service to low income population.
- Experience using complex computer and other required office equipment.
- Experience presenting or teaching to groups and individuals.

In addition, candidate must possess a current/valid driver's license, proof of automobile liability insurance, and a reliable vehicle for required travel in the metro Vancouver area.

Interested applicants should visit www.icfth.com or e-mail jwichert@vhausa.com to obtain **required** application materials. If you do not have computer access, you may stop by the Vancouver Housing Authority/Council for the Homeless office and pick up a packet, or call Jan Wichert at (360) 993-9562 to have a packet mailed. To apply for this position, please submit the VHA application form, supplemental questionnaire, cover letter summarizing pertinent qualifications and experience, your resume and three professional references to:

Human Resources Department
VANCOUVER HOUSING AUTHORITY
2500 Main Street
Vancouver WA 98660

Resumes without applications will not be accepted.

**THE VANCOUVER HOUSING AUTHORITY VALUES DIVERSITY IN ITS WORK PLACE AND IS
COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITIES AND AFFIRMATIVE ACTION**

COUNCIL FOR THE HOMELESS

Job Description

TITLE: HMIS Administrator

Revised: 06/06

SUMMARY

Manages the Homeless Management Information System (HMIS) for Council for the Homeless (CFTH). In addition, this position provides community outreach, training, and monitoring to ensure system viability and effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director, CFTH. May supervise CFTH work study and volunteer staff.

ESSENTIAL FUNCTIONS

1. Trains agency staff and community partner staff, and volunteers to use *ServicePoint*.
2. Provides follow-up and support on an ongoing and as needed basis as questions arise and staff changes.
3. Designs and produces required monthly, quarterly, and yearly reports for system users.
4. Tracks and monitors system outcomes to verify data accuracy and validity.
5. Assists in managing the computer network. Works with system provider to identify improvements necessary to meet user needs.
6. Analyzes outcomes and provides data to Emergency Shelter Clearinghouse Coordinator, CFTH Director, and other users. Identifies trends and emerging needs.
7. Acts as CFTH representative to community partners regarding HMIS system. Defines responsibilities and roles of participating agencies. Makes presentations to community planning groups on system status and outcomes. Keeps the Executive Director, CFTH and CFTH staff abreast of relevant information.
8. Analyzes and monitors system expenses. Keeps Executive Director, CFTH abreast of budget discrepancies.
9. Chairs and facilitates agency administrators' group to evaluate and improve system effectiveness. Recruits additional agencies to join the HMIS network.
10. Assists in conducting evaluations of individual program effectiveness as well as the homeless service system as a whole. These evaluations will support policy research and analysis conducted by CFTH staff and can be utilized to guide the funding recommendations and development of new programs to enhance the Continuum of Care.
11. Interacts with stakeholders to strengthen relationships and to advocate for CFTH and the population they serve.
12. Develops a local user's manual, with information and support from Bowman Internet Systems.
13. Develops HMIS related agency forms and materials including agreement forms, recruiting materials, users manuals, confidentiality agreements and standard release of information forms.
14. Consistently complies with position and department safety and attendance standards.
15. Establishes and maintains positive, productive relationships with CFTH employees, clients, and vendors.

SECONDARY FUNCTIONS

- Provides back up support to Emergency Shelter Clearinghouse Coordinator.

- Assists with grant applications.
- Performs related duties and responsibilities as required.

DEMANDS/COMPLEXITY

This position determines their own practices and procedures within CFTH guidelines and contributes to the development of new concepts. Work situations are recurring with occasional variations from the norm. Position is not closely supervised, but incumbent is required to meet established performance standards. Complexity comes from management of the Service Point system and the necessity to assure appropriate shelter staff training given staff turnover. Insufficient training and support could lead to errors in data entry and/or analysis which would impact accuracy of reported statistics.

CONTACTS WITH OTHERS

Contacts are normally made with others both within the CFTH and outside the agency. They may involve confidential or sensitive matters.

SPECIFIC JOB SKILLS

Strong interpersonal skills and analytical skills are required and the ability to work with clients from diverse socio-economic and cultural backgrounds. Excellent verbal and written communication skills are required to effectively administer program. Ability to provide support to clients in such areas as needs assessment, program information and referral, education and problem solving. Acuity and accuracy required. Understanding of technically complex office systems and procedures required.

Mental

Constant organizational skills, independent judgment and/or action, and training and supervising. Frequent decision making, teamwork, customer service, use of discretion, and problem analysis. Occasional creativity, presentations/teaching, negotiation and selling.

Incumbent must read, speak, write and understand English to work effectively with staff, community partners, and clients. Advanced programming and math/analytical skills are required to manage HMIS system and produce required reports and data.

Physical

Frequent physical activities are sitting, listening/hearing, talking and repetitive motions of hands/wrists. Occasional physical activities are standing, walking, reaching, fingering, grasping, and handling. Stooping, bending, and kneeling are rarely required.

EDUCATION/EXPERIENCE

- BA in computer science or related field and 2 years increasingly responsible experience working with data bases and providing statistical analysis or equivalent.
- Experience providing service to low income population.
- Experience using complex computer and other required office equipment.
- Experience presenting or teaching to groups and individuals.
- Valid driver's license and access to automobile required.

JOB CONDITIONS

Fast-paced office environment with frequent interruptions and occasional urgent situations. Periodically requires travel within the agency's service area.

SPECIAL REQUIREMENTS

Criminal records satisfactory to the VHA are conditions of employment. The VHA will make inquiries with the Washington State Patrol (and/or other authorities) regarding these records and considers this information to be a vital aspect of the screening process

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as

assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.



Vancouver Housing Authority Employment Application

2500 Main Street
Vancouver, WA 98660
Local Phone (360) 694-2501 • Oregon (503) 289-5593 • Fax (360) 694-8369
E-mail jwichert@vhausa.com • On-line www.vhausa.com

An Equal Opportunity Employer

Important Information About Our Application Process

- This Employment Application form is to be used for all internal, external, and seasonal or temporary job postings.
- Carefully read the job announcement for the position you are applying for. This application form and any other information you provide will be used by our staff for screening purposes. Therefore it is important that all materials be accurate, neat and complete.
- Employment with the Vancouver Housing Authority may require transfer to different shifts or work locations. In the case of some positions, this may include overtime or evening, weekend or holiday hours. In accepting employment with the Vancouver Housing Authority, you are affirming your ability to accept such transfers and hours.
- In accordance with Federal law proof of identity and proof of authorization to work in the United States is required upon employment. This may also include individuals who the right to work under an employment visa or similar document.
- If, due to a disability, you require special arrangements to participate in the application or selection process, call Human Resources at (360) 993-9564.
- Unless otherwise stated in the job announcement, only complete Vancouver Housing Authority will be considered in the selection process. All materials submitted along with your application become property of the Vancouver Housing Authority and will be used in our selection process. By signing this application you are affirming that all information your provide is accurate and complete.
- If there are supplemental questions on the announcement they must be filled out in order to be considered for the position.
- Incomplete applications will not be considered for employment.
- All successful applicants are subject to a criminal background check.

Applicant Information

Position(s) Applied For:		
Social Security Number: (Note: This information is used for applicant tracking by the Vancouver Housing Authority Human Resources and providing it is optional.)		
First Name:	Last Name:	
Address:		
City:	State:	Zip Code:
Email Address:		
Home Phone: () -	Day Time Phone: () -	Extension:

General Information

- Are you now, or have you ever been employed by the Vancouver Housing Authority? Yes No
If yes, give title, department, and dates: _____
- Do you have relatives employed by the Vancouver Housing Authority or a member of the Board of Commissioners? Yes No
If yes, please give name, relationship and department: _____
Note: There are some limitations on the employment of former employees and on the employment of relatives. Each case is considered separately.
- Are you at least 18 years old? Yes No
Note: Due to occupational safety guidelines, some positions may have a minimum age requirement, which is noted on the job announcement if applicable.
- Are you able to safely perform the essential job functions of this position, as noted on the job announcement, with or without reasonable accommodation? Yes No

Education & Training

Note: If a license, degree or certificate is a listed requirement for the position you must attach a copy to your employment application.

Do you have a high school diploma, GED or equivalent: Yes No

List colleges, universities, military, trade, business or other schools attended					
Name of School	Location of School	Courses of Study (Major)	Credits Completed		Specify Degree or Certificate Earned
			Semester hours	Quarter hours	

Certification of Information, Authorization & Release

BY MY SIGNATURE BELOW, I:

certify that to the best of my knowledge and belief, the answers given by me to the questions and the statements made by me in my application are true and complete. Should I be accepted for employment, I understand that any false or inaccurate information contained in my application materials may result in discipline, up to and including termination of employment.

I authorize Vancouver Housing Authority and/or its agents to conduct background investigations of my personal history, including past employment. This research may include, but is not limited to, information obtained from law enforcement agencies, employers, persons named as references, licensing departments, school officials, credit agencies, etc. I release all parties providing such information from any liability for any loss or damage whatsoever resulting from providing such information. A photocopy or fax of this certificate will be considered equally valid as the signed original. I understand that I have the right to make written request of the nature or investigation(s) that take place.

I understand that employment at the Vancouver Housing Authority is “at will,” which means that either I or the VHA can terminate employment for any reason not prohibited by law. All employees, except staff subject to the terms of a collective bargaining agreement, are employed at will. I understand that no supervisor, manager, director, or other representative of the VHA has any authority to alter the foregoing, except the Executive Director, who may do so in writing.

Signature of Applicant	Date
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Employment History

- Be sure to describe in this section the duties you have performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. You may include on-the-job training, internship, volunteer activity, self-employment, and military experience.
- If a supplemental questionnaire, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- Additional pages of work history may be attached if necessary.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job announcement.

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
If this is your current employer may we contact them if you become a finalist for this position? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone: () -	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:	Hours worked per week:	
Duties and Responsibilities:		

Optional Applicant Surveys

Position Applied for: _____

DATE: _____

Social Security Number (used for tracking purposes only): _____

RECRUITMENT

The Vancouver Housing Authority is continually evaluating our recruitment efforts. We are therefore requesting your assistance in completing the following survey so we may improve our recruiting efforts. Please specifically indicate how you learned of this position.

- Vancouver Housing Authority Web Site (www.vhausa.com)
- Other Web site (specify): _____
- The Oregonian The Columbian
- Other Advertisement or publication (specify): _____
- Organization, School or Group. If so please provide agency name: _____
- Referred by current Vancouver Housing Authority employee. If so who? _____
- Temporary employment agency. If so, which firm: _____
- Other (specify): _____

EQUAL EMPLOYMENT OPPORTUNITY

The Vancouver Housing Authority is an equal opportunity employer. To assist in our record keeping, reporting, and other legal requirements, please complete the following optional survey. Note: Providing this information is voluntary and will not be included in the application packet forwarded to the hiring authority.

Race

- Black (Not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- Hispanic, of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin regardless of race.
- White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.

Gender

- Male Female

Age

- Over age 40 Under age 40

Veteran Status

- Vietnam Era Veteran Disabled Veteran