

**Clinical Analyst - Homeless Outreach**

**FLSA Status: Hourly**

**Last Revision: 12/9/16**

**Reports to: Director of Outreach**

**Who we are:**

Pathways to Housing DC's Homeless Street Outreach Program is committed to transforming the lives of individuals experiencing homelessness through comprehensive street outreach that restores dignity and partners with them to reach their housing and life goals. The homeless outreach program at Pathways DC is comprised of public private partnerships to operate 4 street outreach teams whose goals are to engage, support, and combat homelessness for individuals living in DC.

**Description:**

Successful candidates will be responsible for collecting and interpreting data about the services we provide to people experiencing homelessness in DC. This is vital for both our community stakeholders, funders, and for the advocacy efforts that Pathways DC participates in. The position is part time (15 hours per month) and the hours are flexible. The Analyst will report to the Director of Outreach and the job responsibilities will include:

* Assisting with compiling weekly, monthly and quarterly written reports of our activities and accomplishments
* Assisting the team with drafting stories that highlight the work we do
* Documenting outputs / outcomes on monthly services provided by the outreach teams through Credible - our clinical database system
* Pull individual and team statistics to support performance goals
* Support database upkeep and records management to ensure data quality
* Assisting the team with data entry in the city’s Homeless Management Information System (HMIS)
* Analyze and report out monthly team statistics from HMIS
* Opportunity to design your own project for creative way to compile the data, examine trends, and analyze the effectiveness of the outreach team for a diverse group of stakeholders

**Qualifications and Skills**

* Experience or interest in working with individuals experiencing homelessness or other marginalized populations
* Exceptional written and verbal communication skills
* Solid interpersonal skills, organizational skills and ability to work independently
* Proficient in Microsoft Office Suite
* Must possess a high standard of professionalism and strong attention to detail
* Strict adherence to standards of confidentiality
* Willingness to take initiative and ownership of job responsibilities

Founded in 2004, **Pathways to Housing DC** provides home, health, and hope to more than 2,000 adults each year who are experiencing homelessness or at risk for homelessness. Since placing its first client into permanent housing nearly a decade ago, Pathways to Housing DC has successfully ended chronic homelessness and supported recovery for more than 600 Washington residents. With a staff today of over 100 highly skilled professionals, Pathways to Housing DC provides comprehensive, integrated health and social services to nearly 2,000 clients annually throughout the District.