



340 North Madison Ave.
Los Angeles, California 90004
Tel (323) 644-2200
Fax (323) 644-2288
www.epath.org

Position Description **HPRP Program Manager**

The HPRP Program Manager is responsible for managing the Homeless Prevention and Rapid Re-Housing (HPRP) program. This includes assisting the Director of Community Engagement with community outreach, engagement, technical assistance, and data input, analysis, and evaluation. The Program Manager will also provide data entry and review data entered by partner agencies, compare data input in Homeless Management Information System (HMIS) with client files for quality control and data accuracy, and monitor the data for progress towards established program goals. The Program Manager will manage the program, collect data from partners, prepare reports, and document quality control outcomes with recommendations for corrective actions.

Responsibilities include, but are not limited to:

- Understand HMIS or comparable database and ensure continual compliance with grant guidelines;
- Monitor the input of client information into HMIS system and maintain its integrity and quality;
- Create structure for managing client files;
- Perform administrative duties;
- Review data regularly and produce reports on quality, timeliness, and outcome measures of HMIS data;
- Provide training, technical assistance, data and program monitoring of PATH staff and partner agencies on correct HMIS procedures;
- Act as liaison with LAHSA HMIS department regarding access, usage, data standards, reporting, etc;
- Work with Director of Community Engagement to devise system for program audits for HPRP sub-grantees, create schedule and communicate with sub-grantees;
- Assist with invoicing and reporting for HPRP contracts and providing other administrative support for sub-grantees as needed;
- Provide support to the Director of Community Engagement in the implementation of strategies to deal with homelessness in regions covered by PATH Partners;
- Analyze program reports and numbers to identify trends and make projections or recommendations for program modifications.
- Coordinate services among partnering agencies including creation of compliance with Memorandums of Understanding (MOU).
- Evaluate program outcomes for both HPRP and other agency grants upon request.
- Act as liaison with program leadership to ensure compliance and goal attainment

Reports To: Director of Community Engagement

Compensation: \$43K – 50K/Year, Depending on Experience, Full-Time with Benefits

Required Qualifications:

- Bachelors Degree and minimum two years data management experience.
- A strong desire and capability to work in a fast paced, professional atmosphere.
- Strong written and verbal communications skills, computer skills (Microsoft Office a must, particularly Excel), ability to maintain and execute confidential information.
- Ability to interact with diverse clientele, work independently and as part of the team.
- Reliability and excellent interpersonal skills.
- Must pass background screening.
- Reliable transportation and valid driver's license and automobile insurance.

Desired:

- 2+ years experience with grant finance.
- Previous experience with social services and/or program management.