

## Lakeshore Housing Alliance (LHA)



Title:	HMIS System Administrator	Status:	32 hours per week on average
Reports To:	CoC Director	Department:	Lakeshore Housing Alliance
FLSA Classification:	Hourly	Date:	February 2026

### Position Summary

The HMIS System Administrator is responsible for the overall administration, integrity, and strategic use of the Homeless Management Information System (HMIS) for the Lakeshore Housing Alliance (LHA) Continuum of Care (CoC). The position ensures compliance with HUD, State of Michigan, and local CoC requirements while leveraging data to inform system performance, planning, and decision-making.

### About the Lakeshore Housing Alliance

The Lakeshore Housing Alliance serves as the Continuum of Care. LHA coordinates a network of housing and service providers committed to preventing and ending homelessness through data-driven strategies, system coordination, and community partnerships.

### Key Responsibilities and Essential Duties

- Administer and oversee daily operations of the CoC HMIS in compliance with HUD HMIS Data Standards, HEARTH Act requirements, and State of Michigan policies.
- Maintain and enforce HMIS Policies and Procedures, Data Quality Plans, Privacy and Security Policies, and user agreements.
- Provide HMIS user management, including onboarding, access control, training, and technical assistance for participating agencies.
- Monitor system-wide data quality and compliance; generate data quality reports and implement corrective action plans with agencies as needed.
- Lead HMIS data analysis, reporting, and dashboard development to support system performance monitoring, funding applications, and strategic planning.
- Prepare and submit required federal, state, and local reports, including PIT Count, HIC, LSA, AHAR, APRs, and HUD System Performance Measures.

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- Support CoC planning processes, including HUD NOFO applications, program evaluation, and prioritization efforts through data and analysis.
- Translate complex HMIS data into clear, actionable insights for stakeholders, funders, governing bodies, and the community.
- Assess and recommend technology improvements to enhance system efficiency, data accessibility, and integration with other systems.
- Participate in CoC meetings, workgroups, trainings, and conferences related to HMIS and homelessness response systems.
- Support the Good Samaritan HMIS Agency Admin as needed.
- Perform additional duties as assigned.

### Schedule

- This position operates in a hybrid manner, but the company reserves the right to request or require on-site work if business needs evolve.
- Core hours are generally Monday through Thursday, with flexibility based on project needs. Occasional evening or weekend work may be required during peak reporting or planning periods. Hours should not exceed 40 in one week.

### Qualifications

- Bachelor's degree in information systems, data analytics, public administration, social sciences, or a related field, or equivalent professional experience.
- Demonstrated experience administering HMIS or comparable database systems.
- Strong knowledge of HUD homeless programs, HMIS Data Standards, and Continuum of Care operations.
- Advanced proficiency with Microsoft 365 applications, particularly Excel and data analysis tools.
- Experience with data visualization platforms such as Power BI or Tableau preferred.
- Strong analytical, organizational, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to convey technical information to non-technical audiences.
- High attention to detail and ability to manage multiple priorities with minimal supervision.
- Commitment to housing stability, equity, and improving outcomes for people experiencing homelessness.

### Physical Requirements

- Extended periods of work at a computer workstation.
- Ability to operate standard office equipment.