



Title: Housing Program Analyst

Summary: The Housing Program Analyst will support reporting, contract compliance, grant monitoring, and data integrity as it relates to HPP's Housing Programs. This job requires a motivated, detail-oriented, self-starter who is interested in program operations, program analysis, and data systems in a mission-driven organization. Central to the role will be the ability to analyze data, track and report on program requirements, communicate contract needs to staff, and provide recommendations to management to improve service delivery. This position will report to the Director of Housing but will closely support and collaborate with the Program Manager - Supportive Housing and the Assistant Manager of Housing Programs.

Duties & Responsibilities:

Program Support:

- Provide administrative oversight and contractual support to the Housing Subsidy Programs including, but not limited to, Bringing Families Home and SHARE Housing Subsidy Programs.
- Track subsidy renewals and make projections for the year.
- Monitor and process all subsidy renewals:
 - Monitor which clients are current and compliant and notifying case managers when client follow up is required to maintain program compliance.
 - Process monthly subsidy renewals for compliant clients by submitting check requests to Finance, logging payments in database and mailing to clients.
- Maintain subsidy recertification process.
- Monitor active subsidies for all programs; ensure compliance with program policies regarding recertification and home visits through regular dashboard review and tracking. Report need for client action to relevant Program Manager and Case Manager.
- Oversee client tracking related to housing status for both programs, including application, search, placement and ongoing subsidy certification
- Monitor progress of, and review, completed applications for subsidy programs.
- Maintain and update program materials and policy manuals as needed.
- Represent HPP at housing provider meetings as requested.

Reporting, Data Quality & Analysis:

- Prepare accurate and on-time contractually required reports for the Bringing Families Home and SHARE programs and other housing programs as requested.
- Lead the regular review of HENRI to ensure data quality and integrity in the Housing Program participant records.
- Support the Housing Team in continuous quality improvement (CQI) efforts: monitor and manage HENRI (Salesforce) dashboards and develop and maintain tracking spreadsheets. Attend CQI meetings as requested.
- Track program budgets and regularly report status to Housing Director and Supportive Housing Program Manager.
- Together with the Supportive Housing Program Manager, and Housing Director, evaluate the effectiveness of HPP's housing programs and service delivery through outcome monitoring and data analysis.
- Assist with housing subsidy contract proposals as needed.
- Provide required data to Program Director and Program Managers as needed.
- Available to meet with contract monitors as the Housing Director determines.

Desired Qualifications:

- Bachelor's degree or three years of applicable work experience.
- Demonstrated ability to think systematically, analytically and logically.
- Effective written and oral communication.
- Exceptional organization skills.
- Able to work in a multi-cultural environment.
- Proficiency with Word, PowerPoint, Excel and Salesforce (or proficiency with other database management systems).

Preferred Qualifications:

- At least two years of work experience.
- Experience with program and contract monitoring and data management in a non-profit or community setting.
- Spanish speaking.

Physical Requirements: TB test required annually. This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: 39 hours/week

Salary: DOE + Excellent benefits

FLSA Status: Non- exempt

To Apply: Interested candidates should send a cover letter and resume with Housing Program Analyst in the subject line to Jobs@HomelessPrenatal.org. Applications must have the job title in the description and the requested documents to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Low Income Tax Center, Emergency Services and Case Management.