

# JHS Volunteer Posting - Data Position

## **Purpose of Position**

This position is responsible for supporting data collection, data entry, and data analysis for the 2024 nationally coordinated Point in Time (PiT) Count in PEI. The successful individual will work with the PiT Count data team to ensure the data is as accurate as possible. The data is a critical part of the overall Point in Time project, which the John Howard Society of PEI, as the community entity, is responsible for.

## **Job location**

The majority of the work will occur in one of the two John Howard Society of PEI Charlottetown offices with the possibility of working remotely at times.

## **Description of Duties**

- Review completed surveys
- Work with the data team to find duplicate entries
- Input survey information and responses into the HIFIS (Homelessness Individuals and Families Information System) database
- Work with the data team to analyze the data, searching for trends and patterns
- Attend meetings with the data team

## **Impact of the role**

The Point in Time Count is an opportunity for communities to gain a better understanding about the extent of homelessness, the demographics of the individuals experiencing homelessness, and the types of solutions or next steps required. All of this begins with the data collected from the completed surveys.

## **Qualifications**

- Familiarity with Gmail and Google Drive
- Experience with Microsoft Excel
- Some experience with data entry
- Detail oriented
- Willing to learn and take direction
- Reliable and punctual
- Aligned with the goal of resolving homelessness
- Must be age 18 to apply for this position
- Criminal record checks are required

## **Time commitment**

Training would begin the week of September 16th in preparation for the Point in Time Count in October. Data collection and analysis will occur during the entire month of October and may continue into November. Daily hours worked will be between 830am and 430pm Monday to Friday. Weekly hours worked is negotiable.

### **Training opportunities**

Training for the following items is required:

- Point in Time Count
- Coordinated Access
- The HIFIS database

Additional training opportunities are available depending on your interest and experience/background.

### **Supervision**

You will report to the PiT Count Coordinator while working alongside the members of the data team and collaborating with other internal staff at the John Howard Society of PEI and community partner organizations.

### **Volunteer perks**

The HIFIS database is the homelessness database for all organizations in PEI, so completing training will be an asset for any future work in this field.

### **How to apply/deadline**

Fill out the application at this link and send a copy of your resume to [johnhowardsociety@jhspei.ca](mailto:johnhowardsociety@jhspei.ca)