



**RECOGNIZED.
REWARDED.
VALUED.**



At the City of Abbotsford, we offer ongoing personal and professional development opportunities, competitive compensation, and a comprehensive benefits package.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion. We encourage applications from individuals from all genders, backgrounds and underrepresented groups.

We are happy to work with applicants requesting accommodation at any stage of the hiring process.

**CAS Data Coordinator
ISIR
Exempt, Temporary Full Time
Posting #J0425-0574**

The City of Abbotsford has a new and exciting opportunity for a temporary full-time Coordinator Access System Data Coordinator. This position will be for approximately 12-18 months. The position is responsible for overseeing the Homeless Individuals & Families Information System (HIFIS), which will be used as a shared database and case management tool by organizations in the community to better coordinate and provide supports to people experiencing or at risk of homelessness.

The HIFIS Coordinator will oversee and administer the rollout of the Integrated HIFIS in Abbotsford and oversee its' ongoing operation in the community. This includes onboarding all participating organizations across the community and ensuring their staff are properly trained and supported, monitoring data quality, ensuring privacy policies and protocols are followed by all HIFIS users, and develop, run, and provide HIFIS reports that provide relevant data analysis to stakeholders and community tables and committees. Additionally, the HIFIS Coordinator will support the ongoing operation of the Abbotsford Coordinated Access System (ACAS) as part of the Reaching Home program, and liaise with other Designated Communities across the province and country as well as BC Housing and Infrastructure Canada in relationship to the operation of HIFIS within the context of the national Reaching Home program.

As the ideal candidate you will have:

- A relevant post-secondary degree or diploma
- A minimum of 2 years of related work experience using HIFIS in a social services field
- Solid knowledge as a BC Housing HIFIS User Training
- Advanced MS Excel skills and other relevant computer systems knowledge for the work being performed
- Excellent Communications skills;
- Valid BC Driver's License – Class 5

At the City of Abbotsford, our people are our greatest asset, and we offer meaningful career opportunities that make a difference within the local community. As the largest city in the Fraser Valley, Abbotsford is home to the Abbotsford Canucks and an international airport, serving 166,000 residents. Nestled on the unceded traditional and ancestral territories of the Stó:lō Matsqui, Sumas, Kwantlen First Nations, and the Nooksack Indian Tribe, Abbotsford is a vibrant cultural and economic hub just an hour from downtown Vancouver. With over a quarter of our population born outside Canada, we are a diverse and dynamic community, making Abbotsford a fantastic place to live and work.

As we continue to grow, we are committed to enhancing community safety, building strong partnerships, and innovating urban design for housing. We ensure reliable and cost-effective services like water, sewer, and land management. Additionally, we offer a wide range of cultural and recreational programs to support a vibrant and sustainable community. Join us in creating a sustainable, livable city where everyone can thrive! To apply, please visit us online at www.abbotsford.ca/careers.

Salary: \$83,101 - \$98,043

Closing Date: June 8, 2025