



Heading Home

Job Title: HMIS/Data Clerk
Program: Housing and ABQStreetConnect
Reports To: Executive Directors
Hours: Part-time; flexible

Exempt Non-Exempt

Position Summary:

The HMIS/Data Clerk will enter data and create reports relating to admissions, services, and discharges from the Housing and the ABQStreetConnect programs. The HMIS/Data Clerk will work in two data systems, primarily: the Homeless Management Information System (HMIS) and FAMCare. The HMIS/Data Clerk, under the guidance of the Data Manager, will also conduct periodic quality control to ensure that data entry and reporting meeting Heading Home and its funders' requirements.

Essential Duties & Responsibilities of a Data Coordinator include:

- Reports to Executive Directors of the Housing and ABQStreetConnect programs
- Assists with data entry and reporting relating to Housing and ABQStreetConnect programs
- All other assigned duties

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner
- Maintain good attendance and punctuality in keeping with Heading Home Policies
- Attend all staff and organizational meetings as required
- Observe and practice safe work habits and practices in compliance with regulations, statures and organizational policies
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook

Qualifications:

To perform this job successfully, an individual must have excellent communication and interpersonal skills, must be able to think strategically, have an excellent aptitude for and high degree of accuracy with data entry, and a familiarity with running reports from (cloud-based or PC) software. HMIS certification or the ability to become HMIS certified. The requirements listed are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Prior experience in data entry, or related field, and working with individuals experiencing homelessness and/or mental illness is highly desired.

Education and/or Experience:

This position requires a minimum of a High School Diploma and two years experience in data entry.

Skills:

- Ability to communicate effectively both orally and in writing
- Data entry and reporting experience
- Knowledge of Microsoft Word, Excel, Power Point, and Outlook. Experience with Microsoft Access or other data management systems is a plus

Other Requirements:

- CPR/First Aid certification within 30 days of employment
- Ability to navigate stairs and uneven terrain

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____
HMIS/Data Clerk

Signature: _____ Date: _____
Executive Director of Housing

To Apply email a Cover Letter and Resumé to DorotheeO@HeadingHome.org