****

**Heading Home**

**Job Title:** Data Manager/HMIS Clerk

**Program:** Heading Home Wellness Two Family Shelter

**Reports To:** Program Director

**Hours:** Monday through Friday 9am- 5pm

**Pay**: $17/hr.

**Non-exempt/Non-essential**

**Position Summary:**

The Data Manager/HMIS Clerk shall assist all Heading Home Shelter staff, residents and volunteers in the pursuit and goal of Heading Home’s mission which is to make experiences of homelessness rare, short-lived, and non-recurring.

**Essential Duties & Responsibilities of a Data Manager/HMIS Clerk include:**

* Complete data entry and collection relating to admissions and exits from the Wellness two hotel program in the statewide database: Homeless Managements Information System or HMIS, as well as Heading Home Intake database.
* Make sure that when a client enters or leaves your program, or has in income change, or gets a service, or completes their yearly interim review to continue in the program, that you enter this information in HMIS and HH system within 3 business days.
* Maintain Client personnel files and documents in an organized manner.
* Keep an updated record of all completed entries and exits from program.
* Perform annual audits.
* Run DQ reports at least once a week on each of your programs to ensure that the numbers match reality, and that there is no missing data.
* Conduct City, MFA, and monthly reports for the organization.
* Maintain confidentiality regarding client ID numbers and client information.
* Manage data entry into City of Albuquerque Gateway Center database for accurate record keeping
* Coordinate the flow through of information from Intake Process to Case Management services, and Housing coordination with permanent, supportive, or rapid re-housing housing agencies.

**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.
* Review your HMIS user accounts to make sure everyone is
using the system regularly and assist HMIS users utilizing the HMIS system.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. 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.

**Skills:**

* Data entry experience
* Knowledge of Google Workspace, Microsoft Word, Excel, Power Point, and Outlook.
* Ability to communicate effectively both orally and in writing.
* Experience in file management.
* Maintain a clean and organized workspace.
* Java Script experience preferred

**Other Requirements**

* Valid New Mexico driver’s license and reliable transportation
* Ability to navigate stairs, ladders, ramps, and uneven terrain
* \*CPR/ First Aid Certification or ability to become certified within 30 days of hire
* MANDT Training Certification within 30 days of hire

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.

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Data Manager/HMIS Clerk

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Data Manager/HMIS Clerk

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 Program Director