



Heading Home

Job Title: Data Entry Keyer
Reports To: Supervisor
Hours: Non-exempt

Position Summary: The Data Entry Keyer shall collect and enter data relating to admission and exits from into the Homeless Management Information System (HMIS) as required by the City of Albuquerque.

Essential Duties & Responsibilities of Data Entry Keyer include:

- Reports to Supervisor
- Assist with data entry and collection relating to admissions and exits from all three shelter programs in the statewide database: Homeless Management Information System or HMIS
- 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, be able to think strategically, act quickly, and must work well with others across a broad spectrum of situations. 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 essential functions. Prior experience in data entry, or related fields, and working with individuals experiencing homelessness and/or mental illness is highly desired.

Skills:

- Ability to communicate effectively both orally and in writing
- Data entry experience
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

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: _____
Data Entry Keyer