



Heading Home

Job Title: HMIS Clerk
Program: Westside Emergency Housing Center
Reports To: Executive Director and/or Program Director
Pay:
Non-exempt

Position Summary:

The 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 HMIS Clerk include:

- Complete data entry and collection relating to admissions and exits from the WEHC program in the statewide database; Homeless Managements Information System or HMIS.
- Maintain Client personnel files and documents in an organized manner.
- Keep an updated record of all completed entries and exits from program.
- Run qualitative reports once a week on program and remedy mistakes.
- Maintain confidentiality regarding client ID numbers and client information.
- 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.
- 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 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.

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: _____
HMIS Clerk

Date: _____

Signature: _____
Program Director

Date: _____