

**UNITED WAY OF THE MIDLANDS**  
**POSITION DESCRIPTION**  
**2/13/15**

**Position Title:** HMIS Data Entry Assistant  
**Department:** Community Impact  
**Supervisor:** HMIS Manager  
**Position Status:** Temporary part-time (20 hours per week 3/1/15-6/30/15)  
**Job Classification:** Non-Exempt  
*In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime.*

**POSITION SUMMARY**

Homeless Management Information Systems (HMIS) is the client and bed management system for people experiencing homelessness. The HMIS Data Entry Assistant will provide support with data entry and assist agencies with technical assistance requests.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Merge client records in HMIS database.
- Clean HMIS data.
- Assist in building Eligibility Module for every program in the MACH CoC.
- Assist HMIS team in organizing filing system.
- Assist HMIS team in checking HMIS database for incorrect data.
- Assist HMIS Manager in research analysis.
- Assist HMIS Coordinator and Lead in database troubleshooting.
- Other duties as assigned.

**QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES**

- Strong interpersonal and communication (written and verbal) skills, confident, team player. Demonstrate a professional demeanor, exercise good judgment, is a quick learner, and is proactive.
- A minimum of 1-2 years of data entry experience.
- Excellent computer skills, including keyboarding; internet; email; Microsoft Office including Word, Excel, Outlook; and ability to learn program-specific software/database applications.
- Type at the rate of 50 wpm.
- Individual must possess strong attention to detail, proof-reading, and problem solving skills.
- Excellent phone manner.
- Ability to manage multiple projects, prioritizes, and meets deadlines with minimal supervision.

**ADDITIONAL INFORMATION**

- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Please submit resume and cover letter to:**

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