



POSITION TITLE: HMIS Data Collection Assistant (Bilingual)

DEPARTMENT: Social Services

REPORTS TO: Director of Social Services

POSITION SUMMARY: This position will work directly with the Director of Social Services in managing our HMIS (Homeless Management Information System) data and data collection. Duties will entail working with our guests and staff to ensure daily data collection within our various departments.

SALARY RANGE: \$15.00 - \$17.00 hourly, full-time.

SCHEDULE: Full-time, 35 hours a week. Must be flexible for weekends and evenings.

POSITION REQUIREMENTS

EDUCATION: High school diploma, GED or its equivalent required, Associates Degree preferred

EXPERIENCE: A minimum of one-year previous experience doing data collection, data entry or working with a database.

POSITION KNOWLEDGE: Ability to work with individuals from a variety of backgrounds. Possess a willingness and ability to learn about resources available in the community. Provide support and direction to our guests in assisting them with available resources on our campus. Must possess excellent communication skills both verbally and in written format. Education, training, and experience working with data collection. Bilingual Spanish required.

PHYSICAL & MENTAL:

Mobility: frequent sitting for long periods; frequent operation of a data entry device; frequent walking, standing, pushing, pulling, bending, squatting and occasional climbing.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person

Emotional/Psychological: frequent decision-making, concentration, and public contact, frequent public speaking, occasional exposure to situations involving trauma, grief, or death

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California driver's license, proof of auto insurance and/or have access to reliable transportation.

PRINCIPAL DUTIES

1. Assist with the collection and management of data gathered throughout our services.
2. Responsible for accurately inputting data into the HMIS system so it can be used for reports and potential funding requests.
3. Complete intake forms on first time guests and help individuals get acquainted with available services.
4. Will provide outreach services to homeless individuals and families in the community and be part of the homeless outreach team.
5. Be willing to act as an advocate for our population.
6. Assist with running reports on data collected.
7. Works in collaboration with department and all other department staff of St. Mary's Dining Room to facilitate a team environment.
8. Performs other duties as assigned.
9. Will embrace our mission statement and work to enrich the lives of the guests we serve.

Position open until filled.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.