

## HMIS Admin Assistant

Full Time, Non-exempt, \$19.09/hour



**Position Title:** HMIS Admin Assistant  
**Status:** Non-Exempt  
**Department:** HMIS  
**Reports to:** Community Data Analyst

### **Position Summary**

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on housing and services for individuals experiencing homelessness. The Homeless Resource Council of the Sierras (HRCS) oversees HMIS in Placer and Nevada Counties. Under supervision, the HMIS Admin Assistant will provide administrative duties to support the HMIS system. The HMIS Admin Assistant will, among other duties, be responsible for creating and storing meeting agendas, as well as keeping meeting minutes. The HMIS Admin Assistant will maintain online shared filing systems, including Dropbox. The HMIS Admin Assistant will monitor and maintain the HMIS list of people experiencing homelessness in both Placer and Nevada Counties. The HMIS Admin Assistant will maintain HMIS project paperwork to ensure provider compliance. The HMIS Admin Assistant will collaborate with HMIS providers as needed.

### **Examples of Duties (Illustrative Only)**

- Create, store, and distribute meeting agendas
- Complete and store meeting minutes
- Create and maintain meeting invitations
- Maintain shared filing systems, including Dropbox
- Maintain list of HMIS funded projects and their status in the evaluation process
- Monitor funded agencies to ensure participation is consistent
- Maintain list of meeting members and their contact information
- Ensure projects and paperwork are up-to-date and complete

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- Maintain list of people experiencing homelessness
- Communicate with people on list as needed to update status
- Communicate and work with external partners as needed

### **Skill in:**

- Communicating clearly, effectively, and respectfully, both orally and in writing
- Organizing work, tracking activities, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction
- Using existing systems and developing new systems as needed to complete and track tasks
- Creating and maintaining multiple schedules
- Working collaboratively with staff at all levels to reach a mutually determined goal

### **Licenses and Certificates**

Possession of a valid California State Driver license within 30 days of hire. Proof of adequate vehicle insurance. Reasonable accommodations may be provided for otherwise qualified individuals who require and request such accommodation.

### **Physical Demands and Working Conditions:**

Speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Reasonable accommodations may be provided for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **Other Requirements:**

This description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

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I have read this position description, understand it and have received a copy.

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Employee's Signature

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Date

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Supervisor Approval

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Date