

PROPOSED JOB DESCRIPTION HMIS SYSTEM ADMINISTRATOR

Candidate should have experience with:

- Databases
- Web / Email
- Services for homeless individuals and families
- Office protocols

Candidate should be able to:

- Navigate web-based database system
- Communicate clearly with agency staff over phone, through email, and in person
- Solve data-related problems with assistance of software vendor support staff
- Maintain client privacy and confidentiality

Job Duties:

- Assist HMIS users over phone, through email, and in person
- Maintain/reset passwords and other system information
- Respond to problems reported by users
- Coordinate with Domus support staff to resolve user problems
- Produce monthly reports for agencies and HHHC
- Chair HMIS Steering Committee
- Enter HMIS data for agencies
- Train new HMIS users
- Install hardware and software for HMIS agencies
- Attend trainings about HMIS issues