



## Job Description - Position Profile

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**Position Title:** ESG (Emergency Solutions Grant) CV (COVID) Data Entry Specialist

**Reports To:** Program Manager

**Classification:** Hourly (Part-Time)

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### **Position Summary:**

The Data Entry specialist is essential to the success of the ESG CV homeless prevention and rapid re-housing project. The position will be responsible for learning and utilizing current HMIS software serving the Continuum of Care (COC) AL-507. Responsible for accessing housing/homeless services from the point that a household experiences homelessness to the point that they are again stably housed through standardized protocols and assessment tools.

### **Primary Responsibilities**

- Work directly with ESG CV Program Supervisor, HMIS Administrator, Coordinated Entry Manager, ESG CV Case Manager and CoC AL-507.
- Maintain current knowledge of ESG CV data quality deliverables.
- Maintain current knowledge of homeless assistance programs and related initiatives.
- Analyze data for internal reporting and monitoring purposes.
- Respond to phone calls directed to the Coordinated Entry line and respond to general questions.
- Field and record the answers to the Coordinated Entry questions in StatCrunch and HMIS to determine the household's eligibility for entering the housing crisis response system.
- Create and/or update household records in the COC's Homeless Management Information System (HMIS).
- Maintain relationships with the various programs in our community to promote ESG services.
- Ensures the confidentiality of all client's information.
- Represent Agency and the Coordinated Entry process in the community with a professional demeanor.
- Participate in regular case conference meetings to discuss client concerns/needs.
- Other duties as required.



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### **Knowledge, Skills and Abilities:**

- Working knowledge and understanding of homelessness and/or poverty related issues helpful.
- Knowledge and understanding of the evolving role of data in its role in addressing social problems.
- Proficiency in Microsoft Office including Word, Excel, and Power Point
- Strong organization and time management skills.
- Excellent communication skills, both oral and written, internal and external.
- Ability to work in an occasionally fast-paced and demanding environment, handle multiple tasks simultaneously, and meet established deadlines.
- Ability to analyze and exercise sound judgement and problem solving.
- Ability to effectively present information and respond to questions from partner agencies, end users, governmental entities, the general public, and other stakeholders.
- Ability to work effectively with people from diverse backgrounds.
- Ability to maintain confidentiality.

### **Qualifications:**

- Applicants must possess a valid driver's license.
- Bachelor's Degree and/or 2 years equivalent work experience, preferred.
- Background assisting families and individuals experiencing homelessness, mental health, and/or substance abuse and an understanding of the causes of homelessness is strongly preferred.
- Vehicle Insurance and up-to-date Registration.

### **Essential Functions/Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Valid driver's license and reliable transportation is required.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.



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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". I have read and understand the responsibilities and requirements of this position.

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Employee Signature

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Date

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Manager / Supervisor

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Date

### About the ESG (Emergency Solutions Grant) CV (COVID) Grant

**Brief History of Grant:** This grant is funded by the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) funding and governed by requirements the U.S. Department of Housing and Urban Development (HUD) establishes in accordance with the Act. HUD then distributed CARES Act funds to each state. In Alabama, the Alabama Department of Economic and Community Affairs is the grantor overseeing the ESG CV grants. The Alabama Rural Coalition for the Homeless, Inc. is the local *Collaborative Applicant* and subrecipient Continuum of Care.