



<b>Job Description</b>	
<b>HMIS/Evening Shuttle Monitor</b>	
<b>MWMW Position Title: HMIS/Evening Shuttle Monitor</b>	
<b>Staff Group:</b>	<input type="checkbox"/> Associate Executive Team <input type="checkbox"/> Program Assistant <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Operations Support <input type="checkbox"/> Intern
<b>Immediate Supervisor: Walk-in Center Coordinator and Director of Meyer Center and Social Services</b>	
<b>Immediate Subordinates:</b>	
<b>Status</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> September 2020
	<b>Date Last Revised:</b> September 2020
<b>Hours Per week:</b> 42 hrs/wk (split between 2 people); 5:30PM-11:30PM, Mon-Sun. All positions are part-time.	
<b>General Summary</b> HMIS data entry; shuttle paperwork between My Brother's Keeper and Meyer Center; doing MBK bedding laundry loads at MC during evening; hotel shuttle in the evenings as needed; support staff to Night Monitor during evening hours in case of emergency.	
<b>Critical Functions and Responsibilities</b>	
<ol style="list-style-type: none"> <li><b>Evening Shuttle Monitor.</b> Shuttle all paperwork and applications that have been entered into HMIS to the MC. Provide MBK bedding laundry at MC, during evening time. Provide shuttle to hotel during evening hours, if needed. Second person at MBK to provide support during the evening hours in case of an emergency.</li> <li><b>HMIS.</b> Enter collected data into HMIS, and transporting to MC. Complete application process and enter into HMIS for new participants staying at shelter.</li> </ol>	
<b>Additional Functions and Responsibilities</b>	
<ol style="list-style-type: none"> <li>Attend staff meetings and trainings as scheduled and make reports available to the Walk-in Center Coordinator, and Director of Meyer Center and Social Services.</li> <li>Follow all COVID-19 health safety protocols.</li> </ol>	
<b>Requirements/Preferences</b>	
<b>Scope of responsibility:</b> The HMIS/Evening Shuttle Monitor reports to the Walk-in Center Coordinator, and is responsible for entering data into HMIS.	
<b>Minimum skills and knowledge required:</b> 1. Knowledgeable in Microsoft Office	<b>Skills and knowledge preferred:</b> 1. Knowledgeable in Microsoft Office

*The functions and responsibilities contained in this Ministry Position Description are not all inclusive. Other duties and requirements may be assigned at any time.*

2. Basic understanding of Christian Community Development principles and philosophy 3. Able to safely drive 15 passenger van	2. Advanced understanding of Christian Community Development principles and philosophy
<b>Minimum previous experience required:</b> 1 year working with homeless population	<b>Previous experience preferred:</b> 3-5 years working with homeless population
<b>Minimum education required:</b> High-school diploma	<b>Education preferred:</b> Bachelors
<b>Minimum communication skills required:</b> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco’s values with all program participants.	<b>Communication skills preferred:</b> 1. Has excellent ability to communicate.
<b>Special training, certification or licensing required:</b> 1. HMIS Training 2. De-escalation Training 3. Valid driver’s license and no more than 1 moving violation in past three years.	
<b>Behavioral, emotional, mental requirements:</b> 1. Must be a wise and mature Christ-follower. 2. Must be a strategic thinker. 3. Must have solid financial and organizational acumen.	
<b>Other requirements:</b> Able to keep flexible hours. Some light lifting. Ability to serve in a fast-paced, high-pressure environment.	

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