



SINGLE POINT OF ENTRY DATA ENTRY STAFF JOB DESCRIPTION

Revised: August 8, 2016

Position:	Single Point of Entry Data Entry Staff
Summary:	These positions manage the Metro Louisville Single Point of Entry through phone and in person by entering data and approving new persons for homeless services community-wide.
Reports to:	Single Point of Entry Project Manager
Direct Reports:	None
Classification:	Part-Time Hourly
Minimum Requirements:	Bachelor's Degree in a related field or two years' experience in social services. Familiarity with Microsoft Word, Excel, Outlook and PowerPoint and ability to understand Homeless Management Information System. Ability to work with diverse groups. Excellent written communication skills and attention to detail.

Duties:

- 1) Work with persons calling or presenting at the Single Point of Entry to verify homelessness, create a Single Point of Entry card, and enter data into HMIS system.
- 2) Access written entry forms from shelters or outreach staff daily and enter into HMIS system.
- 3) Check all shelter reservations daily and update as needed in HMIS system.
- 4) Make appropriate referrals to homeless prevention services.
- 5) Make bed reservations for newly homeless through HMIS system.
- 6) Maintain file of releases for new HMIS entries.
- 7) Complete daily check list to insure data is maintained appropriately and accurately.
- 8) Participate in training of shelters in Single Point of Entry system.
- 9) Maintain list of barred clients that cannot be serviced at particular shelters.