



*The Society of St. Vincent de Paul
of Contra Costa County*

*"A network of friends, inspired by Gospel values,
growing in holiness and building a more just world
through personal relationships with
and service to people in need."*

JOB ANNOUNCEMENT –

HMIS Administrator: The Society of St. Vincent de Paul of Contra Costa County (SVdP) was founded in 1964 to serve the most vulnerable in our community. Our many programs provide food, clothing, shelter, rental assistance, medical services, employment, and workforce development to our neighbors in Contra Costa County. Our Vincentians (members) are drawn from every ethnic and cultural background, age group, and economic level. Vincentians are united to help neighbors in need.

We are "A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need."

St. Vincent de Paul makes no distinction in those who are served through our anti-poverty programs. The Society of St. Vincent de Paul holds these core values and is guided by them in all of our programs and services.

Position: Part-time

Starting Salary: \$25-\$30/hour

Description: The HMIS Administrator is the initial contact person for referrals provided by Contra Costa County Continuum of Care/HMIS system, screened by 211. The HMIS Administrator will interact directly with neighbors in need, Contra Costa County Continuum of Care staff, 211, SVdP management, other homeless prevention providers and the SVdP Conferences, ensuring referrals for homeless prevention are responded to in a timely basis, and referring to appropriate SVdP conference Vincentians for home visit follow up. Functional responsibilities include, but are not limited to, training, implementation, operations and fulfilling reporting requirements of the HMIS system, coordinating communication with Vincentian volunteers for neighbors referred directly to SVdP by 211. This position reports to the Executive Director.

Essential Duties and Responsibilities:

HMIS Operations:

- Train and become knowledgeable in the HMIS system.
- Work with the SVdP Conferences to provide additional services to neighbors in need referred initially to SVdP via the 211 system, i.e. home visit.
- Inform SVdP Vincentians on how to refer neighbors in need to 211 for access to homeless prevention aid.
- Provide HMIS system reporting as required by the grant agreement with CCC.
- Participate and represent the District Council in HMIS/Continuum of Care trainings and meetings.
- Refer neighbors in need to the appropriate conference for assistance.
- Promote the SVdP Rule.

Desired Qualifications:

- College degree or equivalent
- 1-3 years of professional or volunteer experience within the nonprofit sector preferred
- Proven skills in the Microsoft Office Suite
- Effective written and oral communication skills, bilingual in Spanish is desirable

Desired Qualifications, continued:

- Superior organizational skills with the ability to prioritize and meet deadlines
- Ability to work at a desk or stand for extended periods
- Ability to work with people with a wide range of cultural backgrounds, training, and experience

Physical Demands:

Position requires extensive use of phones and computers as well as the ability to stand for extended periods of time during meetings and/or special events. The position requires the ability to move items weighing up to 25 pounds from floor level, desk level, and shelf level of 10 feet. Travel may be required.

This job announcement is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Society of St. Vincent de Paul of Contra Costa County are expected to perform tasks as assigned by St. Vincent de Paul's supervisory and management personnel, regardless of job title or routine job duties.

To begin the application process, please send your resume to Claudia Ramirez at c.ramirez@svdp-cc.org