



COMMUNITY ACTION OF NAPA VALLEY

2310 Laurel Street, Suite 1 Napa, CA 94559
707.253.6100 Fax 253.6156

JOB DESCRIPTION

JOB TITLE: Shelter Manager – HMIS Data Entry
PROGRAM: Napa Valley Shelter Project

Summary of Responsibilities: The **Shelter Manager-HMIS Data Entry** oversees the day-to-day operation of Shelters and enters confidential data into the county-wide HMIS program operated by Napa Valley Shelter Project a program of Community Action of Napa Valley

Salary: \$11.50 per hour, no benefits
Hours/week: 16 hours – graveyard shift (12:30a.m. to 9 a.m.) Additional hours as needed.
Exempt: No
Department: Napa Valley Shelter Project, a program of Community Action of Napa Valley
Reports to: Shelter Supervisor
Supervises: No one
Location: Samaritan Family Center, 2521 Old Sonoma Road Napa CA
Date Approved: 2/15/10

Essential Duties and Responsibilities:

1. Treat all guests equally, with respect, and according to the professional guidelines and staff rules set forth in the CANV and NVSP policy manuals.
2. Consistently enforce all site rules and policies.
3. Organize all shelter housekeeping and client volunteer activities and maintain a clean and safe environment.
4. Perform regular security checks of the building.
5. Accurately complete client intake forms and exit forms.
6. Enter client data from HMIS intake and exit forms into the web-based data system assuring accuracy and confidentiality.
7. Maintain client files.
8. Keep accurate guest records.
9. Coordinate with case managers to support client goals.
10. Answer phones and route messages appropriately and within CANV guidelines.
11. Work with and coordinate volunteers as needed.
12. Maintain the daily log and accurately complete any other forms necessary.
13. Attend training sessions and staff meetings as required
14. Comply with established CANV procedures.
15. Perform other duties as assigned.

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Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A typical way to obtain the required knowledge and abilities would be the equivalent of a high school diploma, with experience involving social work, business or a related field.

Knowledge of:

Organizational skills

Local community resources

Issues faced by homeless people

Computer skills including Microsoft Office and web based data-base management

Ability to:

Work as a team member

Work with minimum supervision

Maintain appropriate boundaries with guests

Establish and maintain cooperative workplace relationships.

Interact courteously and tactfully with people of diverse backgrounds and interests.

Problem solve and resolve issues and disputes in an effective manner.

Speak and write in both English and Spanish very desirable.

Physical Demands: While performing this job, the employee is regularly required to walk, sit, use hands to handle objects, operate keyboards, tools or controls, talk and hear. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level is moderate

Shelter is on street level.

Additional Information:

Must possess a valid California Driver License

Must maintain vehicle liability insurance

Must maintain a good driving record

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ANNOUNCEMENT OF POSITION VACANCY

SHELTER MANAGER – HMIS DATA ENTRY

NAPA VALLEY SHELTER PROJECT

POSITION:

The **Shelter Manager-HMIS Data Entry** oversees the day-to-day operation of Shelters and enters confidential data into the county-wide HMIS program operated by Napa Valley Shelter Project a program of Community Action of Napa Valley.

THE AGENCY:

The Community Action of Napa Valley (CANV) was founded in 1965 as the designated Community Action Agency for Napa County. It is a private nonprofit tax exempt corporation. During the past thirty years CANV has administered a wide variety of health and human service programs to benefit low-income people. The agency currently operates a range of programs that provide vital basic services such as food, shelter, early childhood education, child care, meals for seniors, employment and training outreach, emergency rental assistance, culinary classes and solar education. The ultimate goal of all programs is to increase the self-determination and self-sufficiency of those who are economically disadvantaged.

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QUALIFICATIONS:

Any combination of training and experience that would likely provide the required knowledge and abilities as listed is qualifying. A typical way to obtain the required knowledge and abilities would be the equivalent of a combination of a high school diploma and experience involving social work, business or a related field. Experience in a related field may be qualifying.

SALARY:

\$11.50/hr, 12:30am-9am, 16 hrs/wk, additional hours as needed, no benefits

BENEFITS:

The agency offers certain benefits to eligible employees, including health and dental insurance, tax shelter salary reduction plans and credit union membership. The Agency also offers a number of other benefits such as leaves of absence and paid vacation, holidays, and sick days.

**APPLICATION
PROCEDURE:**

Applications and job descriptions may be obtained by calling or visiting the administrative office, 2310 Laurel Street, Suite 1, Napa, Ca 94559 (707) 253-6100, ext. 107.

Complete an Agency application, attach a resume and submit to the Human Resources Department, 2310 Laurel Street, Suite 1, Napa, Ca 94559

DEADLINE:

OPEN UNTIL FILLED

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