



# DOING THE MOST GOOD™

## POSITION ANNOUNCEMENT

The Salvation Army in Columbia, SC, is accepting applications for the following position.

JOB TITLE: HMIS AND HOUSING RELOCATION COORDINATOR  
REPORTS TO: AREA COORDINATOR  
DEPARTMENT: SOCIAL SERVICES  
FLSA STATUS: HOURLY STAFF – PART TIME  
SALARY: \$10.00 per hour, 20 hours per week

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### **JOB SUMMARY**

Implements all efforts related to HMIS activities of the Homeless Prevention and Rapid Re-housing Program, including, but not limited to data entry, maintaining accurate and up-to-date client information, generating reports and data audits. Assists clients of the Homeless Prevention and Rapid Re-housing Program in locating, accessing and maintaining housing. Conducts inspections of rental units, as needed, to insure compliance with HUD regulations applying to the Homeless Prevention and Rapid Re-housing Program.

HMIS (Homeless Management Information Systems) is a web-based data management system.

### **EDUCATION AND EXPERIENCE**

High school diploma and 3 to 5 years experience in office administration, social services or related areas or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. Experience with HMIS and data management systems strongly preferred. Valid SC driver's license and good driving record.

### **APPLICATION INFORMATION**

Mail cover letter and resume to: The Salvation Army  
Attn: Melani Miller, Grants Coordinator  
P.O. Drawer 2786  
Columbia, SC 29202

Or e-mail cover letter and resume to: [melani.miller@uss.salvationarmy.org](mailto:melani.miller@uss.salvationarmy.org)

Applications accepted through March 31, 2010.