Position Title: Front Desk/HMIS Data Assistant

Community Service Partner: Mission Waco/World Inc.

Job Description: The Front Desk/HMIS person will greet participants as they come in the front door. They will answer phones, schedule appointments with case managers, sorting mail and mail check. Oversee Participant completing chores. Data entry into the Human Management Information System (HMIS), and various tasks. HMIS tracks demographics, and actual services provided to those in the community who are in need. It also prevents service agencies from duplicating services, and will provide effective ways to utilize resources. This position will increase interpersonal skills, including communication, supervision, and conflict mediation ability. It will also improve administration abilities such as filing/organizational, scheduling and resource management. And provides familiarity with principles of Christian service. Individual should have interpersonal skills, communication skills, computer skills.

LEARNING OUTCOMES

• Increase interpersonal skills, including communication, supervision, and conflict mediation ability.

• Improve administration abilities such as filing/organizational, scheduling and resource management.

• Increase familiarity with principles of Christian service.

Hourly Rate: $10.00 - $10.50/hour (depending on new or returning student worker status)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.