



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Administrative Assistant

Pima County Housing First Pilot Project, Rapid Rehousing City of Tucson and Navigation City of Tucson

Assists with daily administrative duties related to Supportive Housing.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
2. Assists in tracking client entries and exits in CT1.
3. Assist in maintaining and tracking client entry and exit records in HMIS ensuring that all data elements are complete.
4. Assist Supportive Housing Manager in corresponding through email and written communication with community partners and other agencies as needed.
5. Assist Supportive Housing Manager maintain audit readiness through spreadsheets that track document and assessment timeframes and deadlines.
6. Assist with scanning and uploading documents into CT1 Electronic Health Records.
7. Assist with auditing CT1 charts for document and assessment compliance.
8. Assist support staff with administrative duties as needed.
9. Attend staff meetings as required.
10. Perform other tasks as assigned.

Qualifications: High school diploma or equivalent and experience related to working in a professional setting. Excellent verbal and written communication and administrative skills. Ability to handle sensitive information with discretion. Ability to multi-task. Ability to navigate Microsoft Office programs with ease. Ability and willingness to learn CT1 Electronic Health Record and Homeless Management Information Systems (HMIS) platforms. Must provide a current AZ Driver License, Insurance, and reliable transportation.

Job Status
Full Time

Pay Rate
DOE

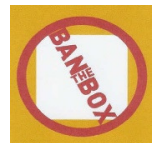
Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.