

***Southern Arizona’s Premier Social Service Agency***

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

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| **Administrative Assistant- Shelters**  Monday-Friday 8am-5pm  Assists with daily administrative duties related to Low Barrier Shelters.  **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 CTOne. 3. Assist in maintaining and tracking client entry and exit records in HMIS ensuring that all data elements are complete. 4. Assist with scanning and uploading documents into CTOne Electronic Health Records. 5. Assist corresponding through email and written communication with community partners and other agencies as needed. 6. Assist in maintaining audit readiness through spreadsheets that track and document assessment timeframes and deadlines. 7. Assist with auditing CT1 charts for document and assessment compliance. 8. Assist Director and support staff with administrative duties as needed. 9. Attend Implementation meetings for Low Barrier Shelters. 10. Attend staff meetings and training as required. 11. 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 Share Point, CTOne Electronic Health Record and Homeless Management Information Systems (HMIS) platforms. Valid Arizona driver’s license, proof of auto insurance and reliable transportation.  . |  | |  | | --- | | Job Status Full Time | |  | | Pay Rate $15.46 - $18.15 | | 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  2323 S. Park Ave.  Tucson, AZ 85713 |   Email Resume/Application to:  **hr@helptucson.org**  http://bantheboxcampaign.org/wp-content/uploads/2013/01/ban-the-box.jpg  Employment References, drug screen and background check is conducted pre-employment. |