



## Southern Arizona's Premier Social Service Agency

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

### Administrative Assistant

Monday-Friday 8:00am-5:00pm

The Administrative Assistant will provide essential administrative support to the Supportive Housing Manager and assist with the daily operations of the Supportive Housing program.

#### 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 Maintain client records and information in a confidential manner, ensuring compliance with HUD and HIPAA standards.
- 2 Assist in tracking client entries and exits in CT1 and related rosters, ensuring data accuracy.
- 3 Assist in maintaining and tracking client chronic case conferences, housed case conferences, entry updates, and exit records in HMIS, ensuring all data elements are complete and up to date.
- 4 Scan and upload documents into CTOne Electronic Health Records (EHR), ensuring that all files are properly documented and organized.
- 5 Assist in corresponding through email and written communication with community partners, external agencies, and other stakeholders as needed.
- 6 Help maintain audit readiness through spreadsheets that track and document assessment timeframes and deadlines.
- 7 Assist with auditing CT1 charts to ensure document and assessment compliance.
- 8 Provide general administrative assistance to the Supportive Housing team as needed, including scheduling meetings, maintaining files, and other tasks.
- 9 Assist with the scheduling and tracking of the Tenant-Based Rental Assistance (TBRA) payments, ensuring all records are kept up to date.
- 10 Assist with the scheduling and tracking of Housing Quality Standards (HQS) inspections, ensuring all records are kept up to date.
- 11 Assist with scheduling deliveries and purchases related to supportive housing operations as needed, ensuring all records are kept up to date.
- 12 Assist with the delivery of checks to landlords and other members of the community as required.
- 13 Attend staff meetings as required, contributing to team discussions and updates.
14. Back up for the Receptionist at the front desk as needed.
15. Perform other tasks and duties as assigned by the Supportive Housing Manager.

#### Qualifications:

High school diploma or equivalent with two years related administrative experience. 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. Valid Arizona driver's license, proof of auto insurance and reliable transportation. American Sign Language or Spanish speaking/writing a plus.

Job Status  
Full-Time

Pay Rate  
\$15.46 - \$18.15 - \$20.84

Pay Comments  
Salary based on experience.  
**Pay Comments**

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.

***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](mailto:hr@helptucson.org)



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

