



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. The Administrative Assistant will provide the Homeless Work Program with assistance with a variety of administrative tasks to include processing participant paperwork and completing data tracking to support the Homeless Work 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. Back up for the Receptionist at the front desk as needed.
13. Responsible for receiving and processing daily Homeless Work Program (HWP) HMIS, ROI, program packets, scanning, and submitting documents to the QM Department & HWP Program Manager.
14. Responsible for updating HWP Trackers, HWP Financial and HMIS Trackers and generating them to HWP Specialist & HWP Program Manager daily.
15. Responsible for collecting, organizing, and entering resources referrals into tracker daily.
16. Responsible for collecting, organizing, and scanning Program Packets into database daily.
17. Other duties as assigned

Job Status

Full-Time

Pay Rate

\$15.46 - \$18.15 - \$20.84

Pay Comments

Salary based on experience.

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



Qualifications:

High school diploma or equivalent with two years related administrative experience. Excellence in verbal and written communication, administrative, organizational, and interpersonal skills. Able to handle sensitive information with discretion and maintain confidential information. Superior time management skills and the ability to multi-task. Advanced Microsoft Office skills required (Word, Outlook, Excel, PowerPoint). Technical skills with office equipment. American Sign Language or Spanish speaking/writing a plus.

Employment References and background check are conducted pre-employment.