



## **Southern Arizona's Premier Social Service Agency**

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

### **Administrative Assistant**

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.

#### **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, updates, 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 in 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 CTOne 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 trainings as required.
- 11 Perform other tasks as assigned.

#### **Qualifications:**

- 1 High school diploma or equivalent and experience related to working in a professional setting.
- 2 Excellent verbal and written communication and administrative skills.
- 3 Ability to handle sensitive information with discretion.
- 4 Ability to multi-task.
- 5 Ability to navigate Microsoft Office programs with ease.
- 6 Ability and willingness to learn Share Point, CTOne Electronic Health Record and Homeless Management Information Systems (HMIS) platforms.
- 7 Valid Arizona driver's license, proof of auto insurance and reliable transportation.

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.***

Old Pueblo Community  
Services  
2323 S. Park Ave. Tucson, AZ  
85713



Employment References,  
background check is conducted  
pre-employment.