



Job Announcement

Posted: November 28, 2018

OHCS Program Support Specialist

ACCESS is a team of Superheroes that make a difference in the community every day.

If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you.

Job Title:	OHCS Program Support Specialist
Job Hours:	Full Time (approx. four-month duration)
Salary:	\$13.25 - \$14.75 DOE

Position Summary

The Oregon Housing Community Services (OHCS) Program Support Specialist is a temporary position responsible for providing support to program staff within the OHCS program. This position will report directly to Participant Support Supervisor. The OHCS Program Support Specialist will perform a variety of general office tasks including, data entry, file review, file maintenance, program eligibility, return phone calls, in addition to other office duties.

Position Duties & Responsibilities

- Input accurate information in a timely manner into multiple databases as necessary.
- Assemble and maintain files and reference materials as instructed by ACCESS procedures.
- Perform documentation and file reviews for data errors. Update program policies and procedures as instructed by Participant Support Supervisor or Support Services Director.
- Return phone calls, respond to website inquiries, process and review program applications according to ACCESS program procedures, accurately and in a timely manner.
- Interview and screen participants, working with Participant Support Supervisor to determine participant eligibility for Federal and State Assistance programs.
- Perform administrative office duties to support the program.

Primary Requirements

- Belief in ACCESS' mission to help people help themselves.
- A minimum 6 months experience in customer service related field.
- Demonstrative excellent record keeping and organizational skills.
- Must have good interpersonal, written communication, and oral communication skills.
- Must be able to multitask in a variety of areas and maintain sustained concentration with attention to detail.
- Excellent computer skills including proficiency in software programs including but not limited to Microsoft Office products and web-based applications.

Preferred Qualifications

- Experience working with the Homeless Management Information System (HMIS) database.
- Bilingual in Spanish and English.

Apply by contacting temporary agency