



## Job Announcement

Posted: 08/27/2021

### *Program Support Specialist-SSVF*

*ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!*

<b>Job Title:</b>	Program Support Specialist SSVF (Non-Exempt)
<b>Job Hours:</b>	Full Time (40 Hours)
<b>Salary:</b>	\$15.00 to \$17.75 per hour DOE
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

#### **Position Summary**

This position is responsible for providing support to all program staff within the Support Services for Veteran Families (SSVF) program. This position will report directly to SSVF Program Supervisor. The SSVF 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.
- Provides administrative support to the SSVF Program Supervisor and Department Director.
- Assemble and maintain files, reference materials and create documents for staff as instructed by SSVF Program Supervisor and Department Director.
- Perform documentation review for data entry errors. Communicate with program staff regarding errors.
- Interview, screen, and work with Program Supervisor to determine participant eligibility for Federal and State Assistance programs.
- Coordinate with other Departments and/or Agencies to provide referrals for programs/services in the community to ensure maximum service to participants.
- Return phone calls from the Veteran Line in a timely manner responding appropriately.
- Complete other duties and special projects as assigned by the SSVF Program Supervisor.

#### **Position Requirements**

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- Must be able to multitask in a variety of areas and maintain sustained concentration with attention to detail.
- Must have good interpersonal, written communication, and oral communication skills.
- Demonstrated ability to work effectively with customers and co-workers, sustain participant and interdepartmental confidentiality.
- Able to work both independently and collaboratively.
- Demonstrative excellent record keeping and organizational skills with a minimum of six months experience.
- Excellent computer skills including proficiency in software programs including but not limited to Microsoft Office products and web-based applications.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.



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### ***Program Support Specialist-SSVF***

**Apply by Sending Application, Cover Letter & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [hr@accesshelps.org](mailto:hr@accesshelps.org)