HOUSING AUTHORITY OF GRANT COUNTY

Homeless Programs Administrative Assistant

July 2, 2019

A Homeless Programs Administrative Assistant position is available, $2,266.82 to $2,658.13 per month, union position, 40 hours per week, Monday-Thursday 6:00 A.M. to 4:30 PM. Great benefit package. Duties include answering phone calls, completing pre-screening for all appointments, assisting clients with completing applications for services, contacting property owners, providing clients with information about resources, and assisting with the Point In Time Count. Use of office equipment and computers is mandatory for maintaining data on the HAGC software. Ability to communicate well with others, work independently, plan and prioritize tasks and use time efficiently. Manage case files, and build and maintain relationships with social service agencies, knowledgeable of Intake processes, basic eligibility criteria for various homeless assistance programs, and homeless populations in the HAGC service area. Must be bondable. Full job description available upon request. Please submit cover letter, resume’ and two letters of reference to Attn HR: Housing Authority of Grant County, 1139 Larson Blvd, Moses Lake, WA 98837.

Closing date is at 12:00 P.M. July 29, 2019.