HOUSING AUTHORITY OF GRANT COUNTY

Homeless Programs Administrative Assistant

February 10, 2020

A Homeless Programs Administrative Assistant position is available, $2,312.16 to $2,711.32 per month, union position, 40 hours per week, Monday-Thursday 6:00 A.M. to 4:30 PM. Great benefit package. This position serves as the initial contact for customers seeking assistance through HAGC Homeless Department. Duties include answering phone calls, completing pre-screening, assisting clients with completing applications, 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. Ability to communicate well with others, work independently, plan and prioritize tasks and use time efficiently are required, as well as, managing case files, and building and maintaining relationships with social service agencies. Fluent in Spanish is desired, but not required. Must be bondable. Full job description available upon request.

Submit cover letter and resume’ with references to:

Housing Authority of Grant County

ATTN: HR

1139 Larson Blvd, Moses Lake, WA 98837.

Or email to [tmccallum@hagc.net](mailto:tmccallum@hagc.net)

Incomplete application packages will not be accepted.

Closing date is February 23, 2020