

Work Study Job Description

Job Title	HOUSING SCREENER
Organization Name	Associated Ministries of Tacoma-Pierce C
Job Location	901 S. 13th St., Tacoma WA
Address	1224 S "I" Street Tacoma WA 98405
Pay Rate	\$12 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Molly Archer
Phone Number	253-426-1504
Email Address	mollya@associatedministries.org
Website	http://associatedministries.org

Nature of Organization

Associated Ministries has represented the religious community in responding to the needs of the community for more than a Century. More than 250 congregations join together to unite people of faith to build stronger communities through more than 25

Duties and Responsibilities

Assist and shadow program staff with screening, intake and assessment services to callers/clients and provide appropriate navigation/referrals based upon the services needed as identified through the comprehensive assessment.

TASKS

- ? Daily Screenings
- ? Appointment Reminder Calls
- ? Assessments
- ? Homeless Mail Services
- ? Navigation & Referral Services
- ? Other duties as assigned
- ? Data Entry

Minimum Qualifications

Must have working knowledge of Microsoft Office Suite, Google Docs, & general data entry skills and be pursuing a degree in Social Work.

Educational Benefits
How to Apply
Please email your resume to sandyw@associatedministries.org with the subject "UW work study."

Job Number: 70ASMI01 | Category: Social Services & Research | Program: State | Reimbursement Rate: 70%