

## Work Study Job Description

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

### 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.

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| <b>Educational Benefits</b>  |
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| <b>How to Apply</b>  |
| Please email your resume to <a href="mailto:sandyw@associatedministries.org">sandyw@associatedministries.org</a> with the subject "UW work study." |

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