

## Work Study Job Description

<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.

<b>Educational Benefits</b>
<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%