OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Center for Direct Services Intern
Organization Name	Associated Ministries of Tacoma-Pierce C
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
EIN	91-0847534

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@associatedminstries.org with the subject "UW work study."

Job Number: 70ASMI01 | 70% | Closed