

## Work Study Job Description

<b>Job Title</b>	Intake Asstant
<b>Organization Name</b>	Treehouse
<b>Job Location</b>	Rainer Valley
<b>Address</b>	2100 24th Ave S. Suite 200 Seattle WA 98144
<b>Pay Rate</b>	\$14 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Camille Jones
<b>Phone Number</b>	1-206-267-51
<b>Email Address</b>	camille@treehouseforkids.org
<b>Website</b>	<a href="http://www.treehouseforkids.org">http://www.treehouseforkids.org</a>

### Nature of Organization

With fierce optimism, Treehouse invests in the lives of young people who have faced the deep wounds from a crisis of parenting. In helping them to secure the essential education, basic material needs, and social experiences they equally deserve.

### Duties and Responsibilities

The Intake Assistant is accountable for accurately processing eligible referrals into Dynamics database and calling caregivers to inform about Treehouse Programs. The Intake Assistant is also responsible for creating referral accounts for social workers and in turn communicating eligibility requirements. The position will also require assisting with assembly of Treehouse outreach materials and occasionally attending community events.

### Minimum Qualifications

Possess good written and oral communication skills, excellent organizational abilities and can prioritize tasks. Demonstrated experience using computers and experience with MS Office. Ability to learn and use Dynamics Database system. Ability to communicate in a positive and professional manor with caregivers, social workers and staff.

### Educational Benefits

The Work Study student will gain knowledge of working with youth in the foster care systems, Dynamics database, customer service, communication, organizational and coordination skills.

### How to Apply

To apply please contact [jobs@treehouseforkids.org](mailto:jobs@treehouseforkids.org)

---

Job Number: 75TREE01 | Category: Social Services & Research | Program: | Reimbursement Rate: 75%