



Share & Care House

Organization: Share & Care House

Position: HEN Payee, Pierce County

Position Type: Full Time | Mon—Fri | Flexible hours

Pay Rate / Benefits: \$15 per hour | Employee Group Medical Insurance (for those working 35hrs+ weekly) | Two weeks paid vacation & 1 week paid sick upon completing first year (based on accumulation for FT staff) | 10 paid Federal Holidays Annually upon hire.

Qualifications: Real life experience or Educational background in related field.

Program: Housing & Essential Needs (HEN)

Reports to: Housing Director

Position Description: Process incoming documents and provide rent & utility assistance payments on behalf of program participants. Ensure a high level of service by using expedient, courteous, and professional conduct.

Areas of Responsibility:

- Client Intakes & Front Window
 - Sign in clients, check BVS eligibility, answer general questions, etc.
 - Complete reviews as needed
 - Complete new client intakes as needed
 - Clean bathroom and lobby at closing
- Process Landlord Documents / Payments
 - Answer questions related to landlord docs, program questions, distribute resources, etc.
 - Receive landlord documents, confirm all paperwork is complete, verify with landlord
 - Monthly rent & utility payments
 - Program Eligibility letters as requested
 - Update Landlord Lead List (as needed)
 - Schedule inspections (weekly and yearly)
- Monthly Eligibility Verification & Other Letters
 - Complete monthly for All Active Clients
 - Remove Accounts & Inactivate clients, send letters to clients and document in Activities
- HMIS Date Entry
 - Complete HIMIS data entry and corrections as required by contract.
- Other
 - Provide staff coverage as needed
 - Attend all scheduled staff meetings and training sessions
 - Complete filing & purging as needed
 - Cross-train with other staff positions
 - Other duties as assigned

Contact: Please provide resumes to Taffi W. | Housing Director | taffiw@shareandcarehouse.org