

Case Manager/ Office Specialist

Qualified applicant will be assigned to assess and case manage low-income individuals in obtaining and/or maintaining safe, affordable housing. Other responsibilities include effective recruiting of volunteers and successful marketing of programs. This position requires an applicant to work well with low-income individuals as well as senior citizens, provide leadership, develop new/maintain existing partnerships, and perform a variety of administrative, complex clerical duties as needed. These duties may include, but are not limited to, approving eligibility of client intake applications, data entry, maintaining client files, monthly reports, presenting financial information, assisting clients one-on-one, and increasing volunteer participation. Must have good organizational skills, pay attention to details, basic computer skills, and the ability to communicate effectively with customers and partners both verbally as well as in writing.

Minimum Qualifications:

1. Education and Experience:
 - a. High School Diploma, Technical Certificate and 2 years of experience, or H.S. Diploma and 5 years of experience.

2. Knowledge and Skills:
 - a. Advanced knowledge of general office practices, procedures, and office management.
 - b. Reasonable knowledge of public and government organizational structure and operation.
 - c. Knowledge of computer word processor, excel spreadsheets, and data entry.

3. Essential Abilities:
 - a. Extensive proficiency in English composition, writing, spelling, bookkeeping, word processing, typing, and operation of office equipment.
 - b. Work independently and manage work assignments in a high interpersonal contact environment.
 - c. Maintain confidentiality as needed to assure responsible public and administrative interactions.
 - d. Deal effectively with stress caused by work load and time deadlines.

Valid Driver's License Required. Must be able to pass background check and drug screening.

The Uintah Basin Association of Governments is an Equal Opportunity Employer.

Open Date: 12/18/24

Close Date: Until Filled

Schedule: Mon-Thur 7am-6pm

Position: Full Time

Benefits: Health and Dental Insurance, Annual & Sick Leave, Holiday Pay, and Retirement