



The Institute for Human Services
Ending the Cycle of Homelessness

Housing Program Associate

Job Type: Full-Time

Responsibilities

Provides administrative support to Housing & Employment Director and other Housing Staff as needed to include creating and maintaining client databases. Professionally receives, screens, directs and/or takes messages for all incoming calls for clients and manages daily appointment calendars, especially supporting the Housing program by pre-screening calls, following up on appointments and assisting with client paperwork. Ensures efficiency of the Housing program and confidentiality of records and documentation of services.

Requirements

Minimum HS diploma/GED equivalent. Associate's or Bachelor's degree strongly preferred in the field of Human Services. Minimum 1 1/2 years of office and/or administrative experience supporting multiple staff. Highly organized and detail-oriented with proficiency in Microsoft and related software applications. Able to work independently, prioritize, multitask and document daily activities thoroughly.

For questions, please email HumanResources@IHSHawaii.org.