

Office Specialist

Location: Tillamook, Oregon

Type: Full time - 40 hours per week + benefits (medical/dental/retirement)



CARE Inc is a Non-Profit agency that offers housing and employment assistance, peer recovery support, and uses non-clinical, peer-based activities and case management to support individuals to help make the life changes necessary to recover from mental health and substance abuse disorder conditions, to meet the basic needs of Tillamook County.

Responsibilities for Office Specialist:

- Provide support for Energy Assistance Clients
- Help clients gather all required documents for the LIEAP Programs, and check for accuracy.
- Ensure timely entry into the system for assistance.
- Triage incoming clients to determine the need and where they need to be directed.
- Receive rents and donations (giving receipts when necessary)
- Answer telephones, take messages, and check faxes.
- Manages incoming mail and distribution.
- Making copies and keeping forms stocked
- Street outreach- meeting basic needs i.e., socks, hygiene kits, clothing, food.
- Daily clean-up of front lobby, interview rooms, and restrooms (including sweeping, mopping, trash)
- Keep the lobby refrigerator stocked with water.
- Prepare and set up the coffee station every morning and tear down at night.
- Working knowledge of all assistance forms.
- Other duties as assigned.
- **Note:** This position is in our main lobby area at our front desk.

Qualifications for Office Specialist

- Punctuality and dependable with ability to work under pressure when required.
- Proficiency in Office 365
- De-escalation skills
- Typing
- Dependability- can be counted on to consistently meet or exceed expectations.
- Know how your role fits into your extended team and find ways to add value.
- Bilingual is preferred, but not a requirement.

Benefits

- Employer paid medical/dental/vision insurance (beginning the first day of the month after hire date)
- Retirement with employer match (employer match begins after 12 consecutive months worked)
- Vacation, Sick, and Personal Paid Time Off
- Career Development

How to Submit Application:

Please send your cover letter and resume to sangerbauer@careinc.org **OR** mail your materials to:
CARE Inc.

Attn: Sandra Angerbauer
2310 First Street Suite 2
Tillamook, Oregon 97141
503-842-5261

CARE Inc is an Equal Opportunity Employer. CARE Inc. values a diverse and competent workforce that strengthens our organization and allows us to better serve our clients and peers. We value diversity and support, a positive and welcoming environment where all employees can thrive.

CARE Inc. has a commitment to inclusive excellence by advancing Diversity, Equity, Including, Access and Belonging in all that we do. We are an Equal Opportunity Employer, we do not discriminate against applicants based on any protected class status, including disability and protected veteran status. We encourage applicants from members from historically underrepresented racial / ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and other who demonstrate the ability to help us achieve our vision of a diverse and inclusive work family.

In practice, this means we don't discriminate on the basis of race, color, religion, sex, national, origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status, or political affiliation.

At CARE Inc. we are dedicated to building a diverse, inclusive, and authentic workplace, if you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply. You may still be the right candidate for this or other roles with CARE Inc.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.