

**ADVSD OA2 JOB DESCRIPTION**  
**College to County Mentorship Program**

**SEASONAL TEMP POSITION:** June through September, 2017

**SALARY:** \$16.53/hour (20-40 hours per week, Monday-Friday)

**LOCATION:** Southeast Aging, Disability and Veterans Services Division, 4610 SE Belmont St. Portland, OR.

***Department solicitation and Department or Division description:***

We are seeking a detail-oriented person who enjoys working with others in a fast-paced, productive environment. The ideal applicant is someone who learns quickly, is able to complete tasks in a timely and accurate manner, and is able to work well in a team-based environment.

The Aging, Disability and Veterans Services Division administers the following programs: Title XIX (Medicaid), Long-Term Services and Supports, Older Americans Act, Oregon Project Independence, Supplemental Nutritional Assistance Program (SNAP), and the Oregon Health Plan. Local offices are responsible for providing appropriate social, health care, financial and protective services to all eligible persons in the least restrictive and most cost effective and appropriate environment.

***Job Task Description:***

Performs a variety of clerical and customer service functions in order to support staff and serve customers. Is assigned both primary and back-up duties and is trained to cover other duties to flexibly support the needs of the office. Strong emphasis is on performing customer service to external customers through reception and switchboard responsibilities, client benefit disbursements and receipting, and processing applications and criminal record checks. Also included are regular and electronic file and information management, processing vouchers and invoices, operating and maintaining equipment, performing and maintaining established business controls and general support to internal customers.

***Knowledge/Skills/Abilities Required:***

- Computer and data entry experience
- Organizational and time management skills
- Ability to communicate clearly and effectively in writing and verbally
- Ability to work courteously with the public, including seniors and people with disabilities, in person and on the phone

***Special Requirements:***

- General clerical experience including public contact
- Ability to pass a criminal background check/become certified as a QED (Qualified Entity Designee) for purposes of working with individuals applying to be Home Care Workers

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.