

Office Support

If you take pride in serving your community and would like to work for an organization that contributes to the goal of self-reliance for low-income families, the Office Support position in the HEAT Program is looking for you!

A qualified Office Support individual will have compassion and a friendly demeanor while assisting clients in preparation for their appointments with required documentation in accordance with Federal, State, and the Five County Association of Governments policies. This person may be asked to assist in other program areas, such as community outreach, editing, maintaining appointment schedules for Eligibility Specialists, and assisting in other areas as needed.

WAGES AND BENEFITS:

- Full Time (40 hours a week) monthly Salary of \$3058.00
- Benefits include health, dental, and vision insurance, life insurance, paid time off, and retirement benefits with 401(k) options.
- Work schedule is 10 hours a day Monday-Thursday. Worksite address is 1506 S Silicon Way St George, UT 84770

RESPONSIBILITIES:

- Proficient with various internet and computer applications.
- Strong interpersonal skills and ability to relate to clients from all socio-economic, ethnic, and racial backgrounds with a Trauma-Informed approach.
- Emotional Intelligence and phone etiquette.
- Elevated level of confidentiality and accountability.
- Needs to have good organizational capabilities to maintain the flow and functionality of the reception area by multitasking and meeting changing deadlines.
- Must be self-directed and able to complete projects with limited supervision.
- Ability to use good judgment and problem-solving in a fast-paced environment.
- Open to feedback and willing to work towards the overall success of the team.
- Knowledge of community resources, agencies, and referral procedures.
- Ability to work with community partners and represent the agency with professionalism.

MINIMUM QUALIFICATIONS:

- Highschool Diploma or GED.
- Proficient with various internet and computer applications.
- Office procedures experience.
- Must be able to pass a background check.

INSTRUCTIONS:

Interested applicants should submit a resume via email to: jwong@fivecounty.utah.gov

Applications must be received by 5:00 p.m. Monday, April 8, 2024

The Five County Association of Governments is an Equal Opportunity Employer