



Cow Creek Government Office

Social Services Programs Assistant

Job Code: 1435
Department: Social Services
Location: Roseburg, OR.
Wage: \$17.50 - \$18.50 DOE

POSITION PURPOSE:

This position is responsible for assisting with the administration of Social Services programs.

ESSENTIAL FUNCTIONS:

- Assemble mailings which include the monthly newsletter, flyers, letters, etc.
- Checks voicemail and returns calls for Programs as needed.
- Schedule travel and lodging reservations.
- Advertising program events, which include making flyers and mailings.
- Organize activities and participate in special projects as needed.
- Assist in creating program material and advertisements.
- Perform general office duties to support the Programs, which include stuffing envelopes, generating labels, assisting with reports, filing and copying, funding requests and paying monthly bills, credit card reconciliation, etc.
- Maintaining up-to-date and accurate records.
- Ordering and stocking office supplies.
- Assistance with all Social Service Programs as needed.
- Manage Food Bank responsibilities including ordering food and supplies, Safety Program, and other programmatic duties.
- Answer the telephone system and direct all incoming phone calls to the appropriate staff. Take complete and accurate messages.
- Provide professional customer service by greeting visitors in a polite, prompt, helpful manner and providing any necessary instruction or direction.
- Log and distribute incoming mail, and phone logs, utilizing established timelines and accuracy.
- Drive Social Services company car on highway and city streets to pick up and drop off supplies

QUALIFICATIONS:

- High School Diploma or GED.

- 1-3 years of office experience.
- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, word processing/computer experience, and knowledge of government program rules/regulations.

BENEFITS:

- Medical, Dental, and Vision.
- Paid Time off (PTO) will begin accruing on the date of hire at the rate of 8 hours per pay period. Maximum PTO accrual will be 480 hours.
- Employer-paid Short- and Long-Term disability.
- Employer contributes 7% to 401k based off of annual income.
- Employer paid \$15,000 Life insurance policy.
- Flexible Spending Account – up to \$3200.00.
- Recuro (Telemedicine) – Company paid with Nesika enrollment.
- Employee Assistance Program.
- Costco Reimbursement up to \$65.00 per year.
- Fuel Discount Programs - .20 cents off per gallon at the Seven Feathers Truck & Travel Center.