

JOB POSTING – PROGRAM ASSISTANT

Opportunity – Program Assistant

The mission of the Hillcrest Transitional Housing Program Assistant is to support our transitional housing program. Hillcrest Program Assistants meet the needs of residents to ensure they have the ability and resources to move from homelessness to self-sufficiency.

The perfect candidate for this position will be committed to service and embody the organization's mission. They will be a passionate advocate for our organization, our residents, and those in need of our services. Ideally, they are comfortable working with other faith-based organizations, ministry groups, and volunteers. The candidate will be ready to work in a fast paced, diverse, and collaborative work environment. This person must be trustworthy, confident, and comfortable making important, life changing decisions daily. Being ready on day one with experience in serving a diverse population and navigating the Kansas City metro area social services is a must.

Essential Duties of the Transitional Housing Program Assistant

- Providing direct administrative support to the Case Management Team.
- Working with directly with clients of Hillcrest
- Answering phones and interacting with the community.
- Conduct telephone interviews, as needed.
- Date entry for Hillcrest systems (adding client data & services received, updating waiting lists and call logs)
- Assist Case Managers with monthly reporting, as needed.
- Work with Resident Managers to schedule site maintenance, as needed.
- Assist with back-to-school drives and Christmas adoption.
- Assist with the annual fundraising Gala.
- Assist with apartment sponsor meetings.
- Work directly with volunteers and supporters of Hillcrest.
- Represents Hillcrest with clients, donors, and community partners.
- Serve in other duties, roles, responsibilities as needed by the organization to fulfill its mission.

Qualifications

- A valid driver's license and ability to travel within the Kansas City Metro area is required.
- A bachelor's degree with coursework in social work, sociology, or psychology is preferred.
- Knowledge of working with vulnerable populations.
- Ability to complete work in a timely, accurate, confidential, and thorough manner.
- Ability to work with minimum supervision to complete reoccurring tasks independently.

- Effective verbal and written communication skills with superiors, colleagues, and individuals inside and outside the Hillcrest.
- Ability to exhibit a professional manner in dealing with others and works to maintain constructive working relationships.
- Strong attention to detail and experience balancing ongoing projects with one-time requests.
- Comfortable in networking and public speaking.
- Familiarity with Windows, Office, Outlook, and HMIS or equivalent industry software.

Additional Details

This position is full-time located at our Kansas City, Kansas Campus. Candidates must be willing to work in our offices daily. Typical hours for this role are 9am – 5pm, Monday through Friday. There will be after-hours events and activities that will require additional hours on evenings and weekends.

Salary range for this position is \$18.00 - \$21.00 per hour based on experience and credentials.

[Click here to apply online.](#)

Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.