



Applications & My TIME Center Assistant

Position Details: Full-Time Hourly Position; Pay Rate: \$17.00 an hour with full benefits

Job Description

This position will have two main roles. The 1st will be to assist in getting veteran applicants and getting them approved for our homeownership opportunities and the 2nd will be assisting with scheduling, RSVPs, notifications, and workshops, for the Homes 4 Families Enrichment Programing.

Job Duties

1. Recruit, process, and approve a minimum of 3 veteran homeowners per month for the Palmdale Enriched Neighborhood for the first 4 months and 5 veteran homeowners per month for the next 8 months.
2. Have a comprehensive knowledge and understanding of the benefits of our homeownership program for veterans and be able to communicate those benefits clearly to the veteran applicants and their families.
3. Must have a comprehensive understanding of City and State requirements for applications and work closely with veterans to help them obtain all necessary materials and submit complete applications that meet the guidelines.
4. Plan and schedule outreach to veterans for recruitment of homeownership applicants with the Veteran Services Specialist.
5. Assist Veteran Services Specialist in tracking output of the outreach locations and targeting strategy.
6. Have a comprehensive knowledge and understanding of the Enrichment Programing and be able to communicate the programing clearly to the veteran applicants and their families.
7. Ensure all processed files are organized and kept in a locked filing cabinet and are kept in accordance with current HIPPA law.
8. Create monthly newsletter for families based off of approved calendar.
9. Plan and schedule all notifications about Enrichment programing to families.
10. Assist Trauma-Informed Consultant in all Trauma- informed workshops.
11. Attend major events as needed by Homes 4 Families.

Job Requirements

- Must have a Bachelor's degree
- Must be able to produce fliers and documents professionally and efficiently
- Must have experience in working with veterans and/or low income populations
- Must be able to bend and lift up to 45 lbs.
- Must be able to stand or sit for 8 hours at a time
- Must have reliable transportation
- Be able to work nights and weekends

