



Organization description

Thrive Central Oregon helps overcome housing and financial insecurity through a holistic approach that connects families and individuals to the private and public resources they seek. Thrive staff meet community members where they are, in public spaces, over the phone or through office appointments, providing vital connection to services and support that for many would otherwise not happen.

Position Title

Reporting to

Housing Benefit Specialist

Program Manager

Job description

Health-Related Social Needs is a benefit program made available through PacificSource for qualifying members of the Oregon Health Plan. One of the benefits included within this program is Housing Supports. The Housing Benefit Specialist's role will be primarily focused on supporting Thrive Central Oregon with connecting qualifying applicants to this housing assistance and may include connection to other housing assistance.

Duties and responsibilities

- *HRSN Application Support*
 - Review referrals from online platform
 - Provide HRSN program information to referred members
 - Determine eligibility for HRSN services
 - Disseminate referrals to team
 - Review and ensure provided documentation meets program requirements for payment
 - Create case authorizations on online platform
- *Bookkeeping Duties*
 - Making prompt payments for qualifying benefit requests
 - Categorizing income/ expenses in Quickbooks Online
 - Invoicing and reimbursement tracking for HRSN payments
 - Receiving payments, depositing checks, billing for services, and recording
- *Other Duties*
 - Ability to work independently and as part of a team
 - Responsible to attend and contribute to weekly staff meetings
 - Ability to professionally represent TCO at agency and partner meetings
 - Attend admin and accounting meetings
 - Applicable training for development

Qualifications & Skills

- Strong computer and Excel proficiency required
- Quickbooks online experience helpful
- Proficiency with Google Suite
- Effective oral and written communication skills
- Ability to assess & adapt to a developing program
- Exceptional attention to detail and organization
- Ability to prioritize and manage time efficiently
- Ability to work independently and as part of a team

Compensation

- 1 FTE= 40 hours weekly
- Hourly rate of pay \$24.47- \$25.69
- Benefits
 - Health insurance for employee: 100% premium paid for medical, vision and dental available on the first of the month after hire
 - Retirement plan begins on start date, with employer match at 5% on the first of the month after 60-days.
 - Paid holiday/ vacation/ sick time. Approximately 3 weeks PTO, plus 12 holidays begin at 1st of month after 60-days
- More details and how to apply can be found at <https://www.thrivecentraloregon.org/job-postings>

Thrive believes that each employee makes a significant contribution to the company's success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties and qualifications but not limit the incumbent nor the organization to just the work identified.