

POSITION DESCRIPTION
ODE College to County Mentorship Program 2017

SEASONAL TEMP POSITION: June through September 2017

SALARY: \$18.08 hr. (20-40 hours per week, Monday-Friday)

LOCATION: Lincoln Building, 421 SW Oak Street, suite 510

Department solicitation and Department or Division description:

Aging, Disability and Veterans Services Division, the Community Services Team, is seeking an Outreach and Reporting Assistant to support our programs that serve adults with disabilities and older adults with receiving accurate and timely information and assistance with Medicare and other benefits they need to live independently in their community.

Job Task Description:

This position will assist and support the Medicare Information team with tasks having to do with Outreach activities, materials preparation, reporting and event planning and follow up. Duties may include: making follow up phone calls, accompanying Program Coordinators to make presentations, staff tables at events, order and organize outreach materials, data entry, contribute to report writing, and other duties to support the Medicare Information team.

Knowledge/Skills/Abilities Required:

- Good phone skills and phone rapport
- Data entry skills
- Good organizational skills.
- Writing- Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management- managing one's own time and time of others.
- Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do.

Special Requirements:

- Possession of valid driver's license (desired but not required)

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this

position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.