

Jumpstart your Career with this Office Administration Pathway!



2 Month Paid
Internship at CAHRA

Office Administrative
Training

Office Administrative
Employment

Skill Development Pathway

- ✓ Successful completion of 2-month Housing Program Assistant Internship at CAHRA - \$14.35/hr
- ✓ No Cost Office Administrative Training
- ✓ Assistant finding full-time employment

Position: Housing Program Assistant Intern

Location: 109 N. Sunshine Blvd., Eloy, AZ 85131

Pay: \$14.35/hour, Full-Time, Temporary (2 months)

Key Responsibilities:

- Assist with client services, including distributing diapers and food boxes.
- Maintain physical and digital filing systems.
- Operate office equipment for various administrative tasks.
- Manage inventory of office supplies.
- Support the Housing Program Manager with various projects.

Qualifications:

- High school diploma or GED preferred.
- No prior experience required—this is a learning opportunity!
- Strong organizational, communication, and computer skills are a plus.
- Must be professional, discreet, and a team player.
- Must be at least 18 years old with a clean background and the ability to obtain an Arizona State Level 1 Fingerprint Clearance Card.



Scan QR Code to submit your interest and a Career Coach will contact you. Interviews will be held August 26, 2024 from 9-noon at 820 E. Cottonwood Ln, Bldg. E Casa Grande

ARIZONA@WORK™
Innovative Workforce Solutions

Earn and Learn as a Community Services Case Manager!



On-the-Job Training (OJT) opportunities provide job place job seekers in immersive workplace environments to learn new skills, while earning a paycheck. To participate in OJT, job seekers enroll in CareerSTEP through ARIZONA@WORK Pinal County. This enrollment provides customers with career enhancing services that may include career exploration and mapping, labor market information to identify employment opportunities, specialty services to remove identified barriers to employment and much more!



Career Enhancing
Services through
ARIZONA@WORK
Pinal County



3 Month Paid
On-the-Job Training
at CAHRA



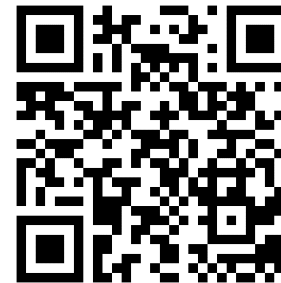
Full-time
employment as a
Community Services
Case Manager

Under the guidance of the Community Services Manager, this role provides:

- Intake and Assessment
- Case Management Planning
- Monitoring and Adjusting Case Management Plans
- Referral and Advocacy
- Eligibility Determination for Financial Assistance
- Maintaining Electronic and Hard Copy Client Files

Key Responsibilities:

- Meet with households to gather demographic information and assess self-sufficiency using the Arizona Self-Sufficiency Matrix.
- Develop and implement a case management plan with goals to address barriers to self-sufficiency.
- Maintain close contact with applicants to monitor and revise case plans as needed.
- Provide referrals and work closely with community resources to ensure timely and appropriate services.
- Review documentation to determine eligibility for financial assistance and prepare authorization documents.
- Maintain accurate and organized client files, both electronic and hard copy.



Scan QR Code to submit your interest and a Career Coach will contact you. Interviews will be held August 26, 2024 from 9-noon at 820 E. Cottonwood Ln, Bldg. E Casa Grande

ARIZONA@WORK™
Innovative Workforce Solutions