



MAHUBE-OTWA Community Action Partnership, Inc.

Serving Mahnomens • Hubbards • Beckers • Otter Tail • Wadena Counties

Our Mission... To Empower People to Achieve Self Sufficiency

MAHUBE-OTWA is actively recruiting an **Intake Navigator/Clerical Support**. Your workdays will consist of processing phone calls and walk-ins, scheduling appointments, completing intakes, processing applications and other paperwork, as well as providing receptionist duties and supporting the agency. Go home each day knowing you made a difference!

Eligible applicants will have strong organizational, clerical, data entry, computer, and communication skills as well as the desire to work, and full-time availability. Experience in customer service, call center, sales support, receptionist, or service roles is desirable. Must have excellent internal, and external customer service skills. Ability to adapt and be flexible in a transforming environment is a must. Experience working with diverse cultures strongly preferred.

Pay:	\$19.65-\$20.40
Schedule:	Day Shift, Monday – Friday
Remote:	No
Location:	Mahnomen, MN
Benefits:	Health & Dental Insurance, Vision, Short Term Disability, Long Term Disability, Life Insurance, Retirement Plan, Holiday Pay, PTO and more...

Qualifications include but are not limited to:

- HS Diploma (or GED) plus Technical/Vocational certificate and 1 to 3 years related clerical experience. Equivalent combination of education and experience will be considered.
- The ability to work and communicate with people of all backgrounds; interest, training, or experience in working with programs for low-income households; and concern for low-income people is critical.
- Effective oral and written communication skills as well as the ability to express/exchange ideas and instructions to clients, the public or other employees.
- Good computer skills including working with phone systems, email, Internet, data entry, computer files and databases.
- Strong independent initiative and ability to work effectively with limited supervision.
- Must be able to maintain privacy and confidentiality.
- Must have valid drivers' license.
- Must pass Background Study.

Why join the MAHUBE-OTWA family?

Be part of our team of passionate, purpose-driven colleagues who believe in our Agency values - Client Focused, Community Minded and Resourceful. Help us achieve our Mission to empower people to achieve self-sufficiency. Make a lasting impact in the fight against poverty and homelessness. Make a difference in the lives of others. Help us deliver tangible results that empower people and strengthen our communities.

A COMPLETED AGENCY APPLICATION IS REQUIRED as well as 2 work related letters of reference.

Complete application on our website WWW.MAHUBE.ORG/APPLY-NOW

MAHUBE-OTWA Community Action Partnership, Inc.

1125 West River Road, P.O. Box 747

Detroit Lakes, MN 56502

Equal Opportunity Employer