



## **ADS ADMINISTRATIVE ASSISTANT VOLUNTEER POSITION DESCRIPTION**

### **BACKGROUND AND PROGRAM SCOPE**

Neighborhood House partners with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Neighborhood House offers a variety of support programs to individuals with disabilities, older adults, and their families to assist in planning for care needs, identifying resources, connecting with services, and navigating the long term care sector. Medicaid recipients who receive paid, in-home caregiving services also receive comprehensive case management support. Neighborhood House partners with the City of Seattle Aging & Disability Services Department to provide linguistically and culturally competent services to participants whose preferred language is either Arabic, Ukrainian, Russian, Amharic, Tigrinya, or Oromo.

### **RESPONSIBILITIES**

Volunteers with this program work directly with clients and Neighborhood Staff, providing general program assistance with administrative tasks, researching client resources, and shadowing Case Managers and support staff both in office and field settings.

- Spot check data entry using a list provided
- Assist with sorting and filing paperwork
- Assist with preparing mailings as needed
- Shadow and translate for Case Managers as requested

### **REQUIRED QUALIFICATIONS**

- Commitment to helping immigrant and refugee people succeed
- Familiar with internet research and Microsoft Office, including Word and Excel
- **Bilingual in English and Ukrainian/Russian**
- Interest in other cultures
- Patience and positive attitude

### **PREFERRED QUALIFICATIONS**

- College degree in any field

### **BENEFITS**

- Shadow Neighborhood Houses' Case Managers as they work with clients
- Gain experience working with Medicaid programs.
- Introduction to the worlds of Long Term Care and Aging & Disability.

### **TIMEFRAME**

Requirement of at least 1 day/week, between 4 -8 hours. Minimum commitment of 3 months.

### **LOCATION**

Tukwila  
14900 Interurban Ave S  
Tukwila, WA 98168

### **APPLYING**

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Janelle Losse, Volunteer Services Manager, at (206) 461-8430 ext. 2006 or [janellel@nhwa.org](mailto:janellel@nhwa.org).