



## Job Announcement

**Date:** January 18, 2022

**Location:** Riverside

**Position:** THP-Housing Assistant

**Walden Family Services is an anti-racist organization. Walden Family Services is a Human Rights Campaign organization and supports the LGBTQI+, we are welcoming & affirming to all.**

### Job Description:

Walden Family Services, an established Foster/Adoption agency, is looking for a full-time THP Housing Assistant (bilingual preferred) to work from our Riverside Office. This position will be responsible for providing support and assistance to the housing specialist with general office duties and help with the youth move in process. Confidentiality and positive and professional attitude must be maintained at all times.

### Qualifications:

- High School Diploma
- Microsoft office
- Billing experience
- Purchasing and/or staging of homes/apartments
- Prior CCL or Licensed facility experience
- Fingerprint and Child Abuse Index clearances from the Department of Justice.
- Must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility
- Bilingual (Spanish) preferred

**Employee Status:** Hourly

**Salary Range:** \$17.00

**Send resume to:** Walden Family Services  
Attention: Dr. Darjené Graham-Perez  
dgrahamperez@waldenfamily.org

**Deadline for Application:** Friday 1/21/22 at 5pm

**Walden has a COVID-19 vaccination requirement, requests for accommodation will be considered.**