

#24-35 Program Support Specialist
HARP HAF, Full Time, Maui (Based on Oahu)

The Program Support Specialist provides client assistance with needs of either call-in through the Unit's hotline, email, or walk in with or without an appointment. Assistance includes but not limited to: pre-screening client needs and intake possibilities. Assessing client needs to be able to appropriately direct potential client needs. The Program Support Specialist must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Must have a two-year college degree (AS, AA) plus a minimum of two (2) years experience working with people.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

COMPENSATION: \$17.65 – \$19.57

DEADLINE TO APPLY: March 18, 2024

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>