



## *Department of Health & Human Services*

### **VOLUNTEER POSITION DESCRIPTION**

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#### **Fraud Investigation Assistant Volunteer with In-Home Supportive Services:**

**The Position:** The Fraud Investigation Assistant completes general office tasks including file searching; data collection and analysis; phone contacts; communication with case workers, payroll staff; home visit with investigator and social worker.

**Locations:** 9750 Business Park Drive, Sacramento, CA 95827

**Hours:** Volunteers are asked to make a duration commitment of six months and work a minimum of two half days per week (8 hours) during 8 a.m. to 5 p.m., Monday through Friday.

#### **Minimum**

**Qualifications:** Individual who has a degree in or studying Criminal Justice, Sociology, Social Work will qualify to apply. It can be a student internship position. Must be proficient in Microsoft suit. Good verbal and written skills. Good driving record and able to meet criminal background check requirement. Bilingual is a plus but not required.

**Benefits:** Congenial professional people to work and learn with; structured time; serve the community; check out a different career; earn school credit; use of agency car if driving is part of assignment; and evaluation and references available upon request

**To Apply:** Send résumé to e-mail address: [LiuT@SacCounty.net](mailto:LiuT@SacCounty.net) or contact the Volunteer Services Office at 875-2027 for an application. Positions depend on availabilities.

**Questions?** Tammy Liu, Volunteer and Student Intern Services Coordinator at (916) 875-2027