

Fulmont Community Action Agency

Job Description

JOB TITLE: Community Services Program Assistant
DEPARTMENT: Community Services
REPORTS TO: Community Services Mgr./Deputy Executive Director
FLSA STATUS: Non Exempt
PREPARED BY: Ann Black
PREPARED DATE: August 25, 2022
APPROVED BY: Denis E. Wilson Sr.
APPROVAL DATE: August 25, 2022

SUMMARY

Responsible for day-to-day operations essential to maintain and provide program services of the agency by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assist Program Coordinator in preparing monthly reports as well as other duties.

Provide services by assisting the Center Coordinator or in the absence of the Center Coordinator.

Type, file, prepare mailings, fax, operate computer and answer telephones.

Assists agency customers with the intake and information process for various programs and services, to ensure compliance with the program eligibility/reporting requirements.

Communicate with customers, maintain accurate customer records and enter records into agency's database.

Maintain food storage areas and assists with the packaging and distribution of food.

Must have reliable transportation in order to travel to different Community Services locations.

Adhere to all agency safety policies, as well as any other State, Federal, or other applicable regulations.

Drive the agency's vehicles when required, (Box Truck or RV) to transport and deliver needed items such as food and clothing to assist customers in the delivery of program services.

Become certified and prepare income tax returns for eligible customers.

Attend trainings, conferences and meetings as assigned.

Performs other duties as directed.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED)

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current and valid driver's license.

OTHER SKILLS AND ABILITIES

Must have knowledge of 10 key calculator and basic computer knowledge. Excellent interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to use their hands and fingers to handle items, stoop, kneel, crouch, and/or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move 25 to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SIGNATURE AUTHORITY

Sign for delivery of supplies and food.