



Job Description

<u>Job Title:</u>	Community Action Aide (Pratt Northam)
<u>Department/Program:</u>	Family Services
<u>Status:</u>	Full Time – Temporary (approximately 35 hours per week)
<u>Immediate Supervisor:</u>	Family Services Manager
<u>Primary Job Location:</u>	New Bremen Office and other assigned work sites throughout Lewis County.

General Statement of Duties:

Assists with providing direct services to consumers, including but not limited to the New Bremen Food Pantry and Opportunity Knocks Thrift Store. The incumbent also assists with community agency outreach, learning about and fielding basic inquiries about agency services, and performing general office duties which promote an educational workership experience.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change from time to time.

- 1) Interacts with and “shadows” workers throughout the New Bremen campus to develop a basic understanding of the agency’s mission and services.
- 2) Assists with the operation of a community thrift store, including receiving and processing donated items, merchandising, interfacing with customers, and recruiting volunteers.
- 3) Assists with all aspects of the food pantry.
- 4) Assists consumers with the intake process, as needed.
- 5) Assists with agency outreach activities, as needed.
- 6) Assists with volunteer coordination and recognition activities;
- 7) Assists with planning of community events, as assigned.
- 8) Consistently demonstrates a commitment to Opportunities’ mission, objectives and outcomes, and adheres to all agency program policies/procedures.
- 9) Consistently displays professional work habits, invests in learning opportunities, and acquires/maintains necessary certifications and credentials.
- 10) Consistently interacts with all individuals using professional maturity/judgment and courtesy.
- 11) Performs other duties as assigned.

Qualifications:

1. Required Knowledge, Skills and Abilities:

- Possess an interest and desire to work in the Human Services and/or Public Relations fields.
- Knowledge of agency Programs and community services.
- Perform services requiring full range of body motion to include bending, kneeling, squatting, sitting, climbing, reaching, lifting and carrying items up to 25 pounds, with or without assistance.
- Travel as necessary to attend meetings, conferences and trainings relevant to the job.
- Communicate effectively and accurately carry out oral and written instructions
- Work independently and in a team setting, with the ability to manage multiple priorities.
- Have a valid driver’s license with acceptable driving record

2. Acceptable Experience and Training:

The incumbent must possess a high school diploma or G.E.D. Per requirements of the funding source, the incumbent must be accepted and enrolled in an undergraduate or graduate academic program at a two-year or four-year college for the following Fall semester.

Standards of Performance:

The incumbent will be informally evaluated throughout the worksite to promote a meaningful training and employment experience.

Acknowledgement:

I have received a copy of this job description, have carefully read through it, and understand the essential duties of the position. I possess the required job skills and qualifications to perform the essential functions of the job, and understand that I am held accountable for those essential job functions and will be evaluated in that regard.

Employee Signature

Date Signed

Revised 4/2023, Authorized by: _____ Scott Mathys, CEO
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