JOB DESCRIPTION

TITLE: Cares Act Client Services Worker

SUPERVISION RECEIVED: CARES Act Service Coordinator

CLASSIFICATION: Cares Act Grant Position

SALARY RANGE:

GENERAL AREA OF RESPONSIBILITY

Responsible for client intakes, enrollment, maintaining client records and coordination of Cares Act programming for all counties.

MAJOR DUTIES

2. Maintaining confidentiality of appropriate files.
3. Enrollment for Cares Act programming.
4. Order supplies and maintain office equipment for all Cares Act personnel.
5. Participate in community engagement activities.
6. Coordinate files from outreach locations to be processed in central office.
7. Attend in-service training sessions as requested by the supervisor.
8. Assist in food delivery to outreach locations.
9. Answering phone calls associated with Cares Act programming
10. Other duties as assigned by the supervisor

QUALIFICATIONS

1. High School Diploma or GED plus Two (2) years related education plus two (2) years experience; or any combination of education and experience.
2. Proficient in Microsoft Office.
3. Ability to type 30 words per minute
4. Must be physically competent to perform the duties in the job description.
5. A valid South Dakota driver license with no major violations within the past three (3) years.

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