

ST. CLAIR COUNTY INTERGOVERNMENTAL GRANTS DEPARTMENT

POSITION DESCRIPTION

POSITION TITLE: <b>COMMUNITY SERVICES ASSISTANT</b>	Date Written: <b>July, 2016</b>
CLASS TYPE: Professional	
REPORTS TO: CSBG/LIHEAP Coordinator	TYPE OF SUPERVISION: General
PROBATIONARY LEVEL: TEMPORARY POSITION	ENTRY LEVEL: \$12.00

PRINCIPAL DUTIES:

1. Maintain functional knowledge of federal and state program regulations that relate to programs.
2. Coordinate the development of policies and procedures for all work programs.
3. Develop external relationships and refer eligible clients to training, employment, counseling and other social service programs to expand service delivery.
4. Develop and maintain involvement with social service networks to establish contracts and execute agreements to leverage resources.
5. Coordinates and maintains programmatic files and completes and generates required forms and reports.
6. Coordinate and administer surveys and conduct interviews to identify service needs of eligible clients.
7. Complete required program reports for review by CAA Coordinator and Executive Director.
8. Responsible for development of program applications and monitoring program budgets.
9. Responsible for all required reports to maintain CSBG compliance.
10. Responsible for performing file review and verification.
11. Responsible for attending meetings that are related to grant activities or special projects assigned to.

12. Perform other duties as assigned.

SCOPE AND IMPACT:

The significance of this position is its responsibility for the accuracy of programmatic expenditures, the accuracy of required reports, the assurance of program compliance, and the daily operation of the program.

COMPLEXITY OF THE JOB:

A complex position of above average difficulty due to its reporting, program compliance, and budgetary responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to develop and maintain cooperative working relationships and interface effectively with the public.
2. Ability to be diplomatic and resourceful.
3. Ability to analyze problems and implement appropriate actions.
4. Functional knowledge of program regulations and service requirements.
5. Skilled in program development and implementation.
6. Ability to complete program applications and write competitive grants.
7. Ability to supervise service delivery staff.

EDUCATION and EXPERIENCE:

1. EDUCATION

Associate degree in Social Sciences, Human Services, Management or related field from an accredited community college required.

2. EXPERIENCE

Four years of responsible experience in Public Administration, management, or social service delivery required. Experience in grant writing and grants management preferred.