JOB OVERVIEW

Job Title: Community Services Assistant
Department: Senior Center
Location: 500 W Hickman
Reports To: Community Services & Parks Program Director
FLSA Category: Exempt
EEOC Category: Administrative Support
Pay Group: 22
Pay Range: $45,011 - $65,250

GENERAL JOB DESCRIPTION

Assists with all aspects of the Hutchins Senior Center and public library including creating and implementing community programs, special events, and activities. Assists in the keeping of records and reports regarding community activities. Orders equipment and supplies. Participates in budget preparation and administration. Assists the work of full-time, part-time, and volunteer staff. Prepares and promotes activities and services through marketing materials. Answers questions and provides information to the public; provides referrals to other agencies. Prepares a monthly activity calendar.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Opening, closing, and setting up for Senior Programming Services.

Daily event calendar and planning for meal program.

DAAA required Nutrition Education for all participants, including preparing/tracking the following:

- Reimbursement Request Workbook
- Program Income Workbook
- Daily Participants Contributions
- Additional Form – Type of Meals Offered
- Meal Sign-in Sheets (if applicable)
- Meal Delivery Calendars (if applicable)
- Meal Route Sheets (if applicable)
- VNA Only – T III WellSky Report
- Nutrition Education Sheets/Agendas
- Program Report – Narrative
- Non-Federal Mandatory Match Contribution Statement
Resource referrals for participants and non-participants.

Responsible for Community Center rentals.

Provide support and assistance with all DAAA audits; attend all required training to maintain grant.

Provide support and assistance with all Dallas County Inspections.

Perform all janitorial service in absence of janitor.

Back-up Senior van driver as needed.

Back-up library as needed.

Back-up liaison for Library Board.

Serve as liaison for Park Board, and all inquiries related to the Community Center, Library, and Parks.

Coordinate event supply orders and pick-up.

Provide basic information and educational materials of departmental and program services; help the community, clients and/or the public understand policies and procedures.

Establish effective lines of communication between the department, community, clients, and/or the public; provide feedback, both verbally and in writing, to appropriate professional staff members regarding the community, clients, and/or the public response to program services.

Conduct formal and informal meetings to provide information to individuals regarding problems they are experiencing; interview clients and/or the public to gather basic information; assist the public in completing necessary forms and paperwork.

Track and log appropriate information (e.g., individuals contacted, services provided, participant information, verification of eligibility, and/or resources utilized).

Supervise the behavior and conduct of minors in various situations.

Monitor and report to professional staff on client and/or the public progress and adherence to rules of established agreements, responses, and interactions during approved events.

Identify and report problem situations to professional staff, log appropriate information and progress reports.

Schedule appointments for services and refer clients and/or the public to other agencies when appropriate.

Coordinate and/or provide necessary transportation to clients and/or the public; assist professional staff by making home visits.

Perform computer inquiries, records and/or resource checks for clients and/or the public.

Initiate and compose routine correspondence; compile a variety of narrative and statistical reports; locate, receive, obtain, and/or file grant reimbursement; prepare list of payments not received.
Review register of action; track services monthly to remind professional staff of program/events needing progress reports; maintain and update files.

Assist in coordinating community events including scheduling, outreach, and logistics; maintain and update records related to participation, outcome, and public feedback.

Provide support and educate participants regarding outreach services, education events and/or programs.

Participates in the preparation and administration of the annual budget.

Organize and coordinates meetings as assigned. This includes activities such as making meeting arrangements, preparing, and distributing meeting agendas, as well as attending and recording minutes of the meetings.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

An associate degree preferred ideally in Social Work, Human Services, or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**LICENSES & CERTIFICATES**

Possession of valid driver’s license.

CPR Certification

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

The basic needs and problems of disadvantaged groups and various other groups (e.g., the elderly); multicultural and ethnic differences.

Basic budgeting principles.

Principles, practices and methods of needs assessment and program evaluation.

Community senior citizen need and social services resources.

**Ability to:**

Learn basic principles of various human services programs.

Plan and provide community services that reflect the needs of the entire community.

Relate to diverse community groups and a commitment to actively promote community services.

Plan, organize, coordinate community service projects in accordance with departmental goals and objectives.
Communicate effectively, both orally and in writing.

Prepare clear, concise, and complete reports and other written correspondence.

Use computers and applicable software.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.