

NOTICE TO ALL EMPLOYEES

POSITION OPENING

POSITION: Disaster DW Case Management Assistant
Short Term Temporary Position

REPORTS TO: Business Development Specialist

INTERVIEW: By Appointment

DEADLINE: **Until Filled**

JOB DESCRIPTION: Available on Bulletin Board

SALARY: Level 7

QUALIFICATIONS: See Job Description


HOURS: 40 hours weekly

CLASS: Non-Exempt

Note: This position will be posted
In- house, social media, Ohio Means Jobs
and agency website.



HR Director Date

Job Title:	Disaster DW Case Management Asst.	Department:	Workforce & Business Development
Job Level:	7	Hours:	8 to 5 Monday through Friday Or as scheduled
Supervisor:	Business Development Specialist	Short Term Temporary Position	FLSA: Non-Exempt
Executive Director's Signature:	 7-6-18		
Employee Signature:	_____		

July 5, 2018

Position Overview:

Workforce & Business Development Division of organization. Responsible for performing clerical duties related to the remove debris from roadsides, creeks, culverts, bridge abutments and other special projects developed as a result of the 2018 Flooding in Pike County.

Qualifications:

- High School Diploma or G.E.D.
- 9th grade math proficiency levels as demonstrated by testing.
- Individual must be reliable and accurate and computer literate.

Requirements:

- Preference for Microsoft Word and Excel experience.
- Complete safety training.
- Willing to work flexible hours.
- Must be self-motivated.
- Must be well organized.
- Ability to do multiple tasks at one given time.
- Ability to communicate with the general public in a friendly, courteous and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- Must have valid Ohio Driver's License, reliable transportation and insurable under Agency Insurance Policy.

Essential Job Functions:

- Responsible for establishing and maintaining client case management files. Responsible for documenting the work verifying the removal of debris from roadsides, creeks, culverts, bridge abutments and other special projects developed as a result of the 2018 Flooding in Pike County.
- Responsible for assisting the Disaster Grant Personnel in scheduling employee physicals and documenting their daily progress reports.
- Responsible for monthly file reviews and reports for all Workforce & Business Development participants assigned.
- Responsible for making daily worksite visits, weekly--picking up/delivering client timesheets and client paychecks as needed.
- Responsible being effective liaison between Workforce & Business Development and the Township Trustees.
- Responsible for maintaining and submitting weekly Mileage Reports.
- Perform outreach/recruitment activities.
- Referral of customers to other agency programs as needed and appropriate.
- Responsible for attending all work related trainings/seminars.
- Adhere to all agency safety policies and procedures
- Perform any and all other tasks as directed by Supervisor.

Non-Essential Job Functions:

- Committee assignments (Holiday, Safety, etc.)

Other Skills/Abilities/Documentation

- Be a self-motivator.
- Knowledge of Community Action Programs
- Proof of automobile insurance

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.