

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

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|-------------|--|---------------|-------------------|
| POSITION: | <u>Assistant Community Services Director</u> | GRADE: | <u>9</u> |
| COMPONENT: | <u>Community Services Block Grant</u> | STATUS: | <u>Exempt</u> |
| REPORTS TO: | <u>Community Services Program Director</u> | DATE REVISED: | <u>01/01/2018</u> |

I. INTRODUCTION:

Under general direction using complex analytical judgment, assistant to the Program Director in the management and delivery of program services; design, implementation and effectiveness of program services; promotes client involvement and job coordination activities; development of the community needs assessment; and, the preparation of a variety of periodic reports of activities and services provided in accordance with approved work programs and plans.

II. DUTIES AND RESPONSIBILITIES:

1. Assistant to the CSBG Program Director with the management and delivery of program activities.
2. Assist with the development of activities, plans and assessments.
3. Promotes client involvement in the community through case management processes and procedures.
4. Plans workshops, seminars, training sessions, as required.
5. Assist in the prioritization of activities to serve greatest needs.
6. Prepare and submit periodic reports on all programs and activities in coordination with Agency, Program, and ROMA requirements on approved forms, reports, etc.
7. Serves as administrator for the agency DBA/FACS for the OEO.
8. Monitoring of client files and staff.
9. Such other duties as are assigned.

III. SALARY RANGE: From \$19.40-29.02

IV. QUALIFICATIONS:

A. ENTRY:

1. Bachelors Degree in one of the Social Sciences or related area and four (4) years experience in social work or in coordinating a federal or state funded program; or Associate Degree in one of the social sciences and three (3) years experience; or, high school diploma and seven (7) years experience.
2. At least two (2) years experience supervising (directly or indirectly) a staff of five (5) or more non-professionals or para-professionals.
3. Considerable knowledge (at least two years' experience) in communicating effectively, both orally and in writing, and in the preparation of reports and/or narratives as well as in the preparation and delivery of oral presentations.
4. Considerable knowledge (at least two years' experience) in techniques and methods of making effective contact with agencies, groups, families, etc. for the purpose of sharing information and/or obtaining support.
5. Valid SC drivers license and own transportation.

6. Ability to attend overnight meetings. May be required to travel from time to time using own vehicle.
7. Ability to maintain and retrieve client's files and to do complex review.
8. Able to live 25

B. DESIRABLE:

1. At least two years' experience in an administrative position with a human service agency.
2. Considerable knowledge (at least two years' experience) of self-help information/activities, organization/motivation of low-income groups, fund raising activities, etc.
3. Considerable knowledge (at least two years' experience) of community action concepts.

Distribution

CSBG ADMIN. 15%
CSBG 35%
LIHEAP Operations 35%
LIHEAP Admin. 15%

Signature

Date