

**WESTERN SOUTHDAKOTA COMMUNITY ACTION, INC.
1844 LOMBARDY DRIVE
RAPID CITY, SD 57703
(605) 348-1460**

JOB DESCRIPTION

TITLE: Direct Service Worker
SUPERVISION RECEIVED: Community Services Coordinator

CLASSIFICATION:

GENERAL AREA OF RESPONSIBILITY

Insure all eligible people have access to all programs available.

MAJOR DUTIES

1. Provide knowledge and assistance for income eligible people to receive services.
2. Complete all required paperwork for programs to include commodities, senior food boxes and direct service programs.
3. Complete reports as needed
4. Utilize the Agency Tracker System to input participation information and maintain confidential client files.
5. Input in client tracking system of all monthly logs from the outer counties for the CSFP and TEFAP food programs.
6. Attend staff meetings as scheduled.
7. Other duties as assigned.

QUALIFICATIONS

1. High School Diploma or GED plus 4 years related experience or combination of education and experience.
2. Must be proficient in computer operations.
3. Valid SD driver's license with no major violations within the last 3 years.
4. Must be able to lift 50 pounds and be physically competent to perform duties.

“AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER” 09/18