



TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425



JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

Community Services Specialist - Milton

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call Deana, Personnel Technician at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.**



Tri-County Community Council, Inc.
Job Description

Prepared By:
Job Title: Community Services Specialist
Department: Community Services
Reports To: Community Resource Director
FLSA Status: Non-Exempt
Prepared Date: February 2022
Approved By: Executive Director
Approved Date: February 2022
Salary Level:

SUMMARY

Assist low income families in need of assistance with Service Programs and coordinate with other social service agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Must be able to work with and relate to economically disadvantaged and elderly people.

Must be able to work with other agencies, clubs, and organizations in coordinating all Community Service Program activities.

Coordinate the activities of all community Service Programs components in the assigned county.

Responsible for the Outreach Office and coordinating all program activities with other agencies.

Recruit, screen, and certify applicants for all Service Programs according to program guidelines and procedures.

Maintain all required records & files according to program requirements.

Compile required reports and submit in timely manner.

Maintain good public relations and projecting favorable agency image to clients and community.

Work with families that have special needs as requested by CFS, Food Stamps, Health Department, or others, as necessary.

Supply information to the public about various Program Services through press releases, community meetings, news articles, club meetings, etc.

Keep the Program Director informed of any complaints or problems.

Must be computer literate and enter data as required.

Attend any meetings, workshops, or seminars that will enhance job performance.

Maintain volunteer base for Community Service Programs.

Understand and respect the Chain of Command.

Perform any other duties as assigned by the Community Resource Director in keeping with the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year experience serving the low-income or elderly; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply and divide in all unites of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License; Proof of proper vehicle insurance coverage.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.