

Title: Food Intake Worker

Salary: \$13 per hour up to 25 hours per week partial benefits

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Family Development Program Manager, the staff:

- Presents a positive image to public, volunteers and other staff,
- Performs intakes with clients to assesses needs and problem solves with clients regarding household situations,
- Identifies and provides appropriate referrals to other resources within the community to help meet client needs on a long term basis,
- Maintains accurate records pertaining to each client, completes data entry,
- Works closely with supervisor and other team members to maintain a smooth and efficient operating program,
- Completes and submits all documentation (time sheets, mileage, etc.) in a timely manner,
- Attends staff and training meetings as directed,
- Presents a positive public image by assuring that all work areas are clean and clutter free,
- Performs other duties as assigned.

QUALIFICATIONS:

High School Graduation and one year experience in an area related to the above duties and/or combination of education and experience substituting on a year by year basis.

- High standard of honesty and integrity is required. Maintain a high level of trust,
- Ability to identify needs and use effective interviewing principles, methods and techniques, knowledge of minority needs and low-income problems.
- Excellent, oral and written communication,
- Excellent customer service skills a must,
- Able to work under pressure and in stressful situations,
- Able to work well with persons from a variety of backgrounds,
- Basic computer skills a must,
- Ability to speak Spanish is helpful,
- Ability to work as a team player and problem solve,
- Must be dependable, motivated, a self starter and able to multi-task
- Able to meet program performance measures in a required time frame.
- Have a broad knowledge of community resources,

The employment application packet (application, questionnaire and reference release) can be picked up at the office or downloaded at our website: www.communityactionuc.org

Application packet can be submitted by emailing cgoold@communityactionuc.org, or in person at 815 South Freedom Blvd Ste 100 Provo UT.

THIS POSTING IS OPEN-UNTIL-FILLED

Community Action Services and Food Bank is an Equal Opportunity Employer

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Family Development & Support Services • Circles
Community Gardens • Commercial Kitchen



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