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CommunityActionUC.org

**Job Description/Announcement**

**CASFB Wasatch County Service Specialist**

**Job Title:** CASFB Wasatch County Service Specialist

**Compensation:** $15.00–$17.00/hr. (depending on experience)

This position is eligible for a full-time benefits package, which includes medical, dental, retirement, and PTO plans.

**Position Summary**

Working under the direction of the chief operations officer, the CASFB Wasatch County service specialist will develop, strengthen, and continue CASFB programs within Wasatch County that support the fostering of self-reliance in individuals, families, and the community.

**Responsibilities**

The CASFB Wasatch County Service Specialist will serve as the CASFB ambassador to the community representing all CASFB programs and services. This Service Specialist will maintain and oversee community food pantry services to reduce food insecurity within the county, including filling food orders, working to provide special senior food boxes, and maintaining the Kid Packs program with schools of Wasatch County. This service specialist will be trained to provide case management support to clients needing emergency housing vouchers and other emergency housing programs as administered by CASFB. This service specialist will also work with their Provo-based team to bring other CASFB programs and services to Wasatch County as part of a strategic plan.

***This job description is not intended to be all-inclusive; the employee may perform other reasonably related duties as assigned by supervisory personnel.***

The CASFB Wasatch County service specialist will perform the following types of duties:

* Help individuals and families enroll in the food program according to enrollment criteria, assisting them in filling food orders
* Provide case management to clients as needed, assisting clients in exploring resources that might be available to move them out of emergency housing and food needs
* Represent CASFB to the community as a dependable professional in the fight against poverty, upholding and promoting the CASFB mission, vision, and values
* Complete documentation of service provision within CAP-60 in accordance with CASFB policy
* Recruit, train, and oversee any Heber Pantry volunteers
* Participate in community-based councils or coordinating committees as deemed appropriate by the supervision team
* Complete outreach activities to maintain a functional and meaningful program within the county
* Promote, support, and coordinate any area food drives as might be developed
* Serve as pantry facilities manager, ensuring all pantry equipment, donations, and resources are used to meet the mission of CASFB within Wasatch County
* Address community needs within the CASFB mission, values, policies, and procedures framework

**Qualifications**

* Confident, self-motivated, and professional team player
* Enthusiastic, caring, and energetic person
* Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds
* Ability to lift 40 pounds on a consistent basis
* Ability to lead others
* Ability to take initiative and plan and carry out a project from beginning to end
* Proficiency in MS Office software, with the ability to quickly learn new software applications
* Good writing and verbal skills
* Bilingual (Spanish-speaking preferred but not required)
* Reliable personal transportation
* College degree in sociology, social work, or other related field preferred; can be substituted by appropriate life experiences

**CASFB Is an Equal Opportunity Employer**

**To apply, go to** [**communityactionprovo.org/employment**](http://communityactionprovo.org/employment) **and complete the application packet. Submit it to Thogan@commuityactionuc.org.**

Community Action Food Bank ● Homebuyer & Mortgage Counseling Services ● Family Development & Support Services ● Circles

Community Gardens ● Commercial Kitchen



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