

**RACINE/KENOSHA COMMUNITY ACTION AGENCY**  
**Job Description**

Job Title: Community Services Specialist  
Responsible TO: Community Services Manager  
Salary Range: \$17.42/hr. - \$26.13/hr.

*This is a non-exempt 40 hr/wk, 52 wk position unless programmatic needs dictate or require otherwise.*

**EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS**

1. High school diploma or GED. Would prefer some post-secondary education in social work, human services or a related field.
2. Good working knowledge of all office procedures, including developing and maintaining accurate and usable files.
3. Ability to type narratives and statistical materials with speed and accuracy.
4. Ability to organize and carry out tasks and maintain a coordinated workflow.
5. Must be able to work with the low-income community.
6. Good oral and written communication skills.
7. Willingness and ability to improve existing skills and learn new skills and responsibilities.
8. Must be able to comply with federal and state confidentiality laws and regulations.
9. Must be able to lift and carry a minimum of fifty pounds on a routine basis
10. Must have valid driver's license (in addition a CDL is preferred), access to a motor vehicle during work hours, appropriate insurance and driving record must be acceptable to agency's insurance carrier.

**DUTIES AND RESPONSIBILITIES**

1. Perform a wide variety of supportive services designed to carry out the objectives of a multi-program human service agency.
2. Assist in the operation of TEFAP (The Emergency Food Assistance Program) and the (CFSP) Commodities Supplemental Food Program for Seniors.
3. Scheduling all distribution, deliveries and allocations for the existing food pantries, meal sites and shelters.
4. Maintain an accurate inventory of commodities received, on-hand (requires physical count of commodities), and dispersed along with supporting documentation.
5. Supervise Temporary Staffing workers who work with the Food Programs, maintaining their schedules and submitting their Time Sheets.
6. Unload trucks of food received by the Agency; prepare pallets of food, load onto Agency truck, and deliver to local food pantries, meal sites or shelters, operating the Agency vehicles.
7. Monitor participating organizations to ensure compliance with program requirements and regulations.
8. Compile monthly service data and screen for duplication.
9. Prepare and disseminate pantry allocation and household issuance rate notices.
10. Prepare public service announcements and submit them to Supervisor for review, before submitting to local media outlets.
11. Provide relief for other positions within the Agency as needed.
12. Provide information and referral services to the general public.
13. Maintain filing system for agency data, records and correspondence.
14. Type office correspondence, notices and reports
15. Record minutes of meetings
16. Prepare agency data forms for processing.
17. Perform other duties as required or assigned.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**

Board Approved 10/21/05  
Revised 01/23/2013, 4/2015, 1/2016, 5/2018, 5/2019, 8/2021