

Rural Office of Community Services, Inc.

106 West Ave; PO Box 547
Wagner, SD 57380
Phone (605) 384-3883 / Fax (605) 384-3737

Job Description

Job Title: Community Service Outreach Provider

Reports To: Community Engagement Director

Coordinates With: Executive Director, Other Community Action Agencies and
Community Resources

Job Summary

To assist low-income and/or elderly individuals improve their economic and sociological status through linkages with local, state and federal programs.

Responsibilities

- Remain knowledgeable on assistance programs for elderly and poor such as Social Security, Medicare, Medicaid, Food Stamps, Supplemental Security Income, housing and programs sponsored by R.O.C.S. while showing respect and concern for the individual.
- Identify and assess needs of elderly and low-income individuals through outreach, referring clients to appropriate programs and services.
- Whenever possible provide for the needs of the elderly and low-income where appropriate assistance programs do not exist.
- Take applications or pre-applications for programs identifiable to the needs of the elderly and low-income as determined by the Community Services Director.
- Work with local communities toward effective planning, development, delivery and evaluation of human services. Participate in community events and programs as directed by the Community Services Director.
- Represent the agency at community affairs and on community boards as directed by the Community Services Director.
- Represent low-income and elderly individuals in situations of potential or actual exploitation, neglect or abuse to protect their rights and entitlements.
- Participate in regularly scheduled supervisory and in-service trainings as directed by the Community Services Director.
- Maintain proper participation level at the site, if applicable.
- Record daily activities on weekly report sheets and diary.
- Maintain confidential client information files.
- Submit monthly mileage/expense sheets and bi-weekly time sheets.
- Promote and assist with seasonal direct services programs including Garden Program, School Supply Program, VITA.

- Provide case management services for homeless and homeless prevention programming. Provide accurate and complete case management paperwork. Monitor success of homeless and homeless prevention clients.
- Perform additional duties as assigned by the Community Services Director.

Minimum Qualifications

- Ability to work with elderly and poor individuals.
- Must be well acquainted with the residents of the assigned service area.
- Experience in the above job responsibilities desirable.
- Must have means of transportation.

Education and Experience

- High School Diploma required.
- Secondary Education preferred.
- Three (3) years' experience in direct services.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as interest, proportions and percentages.
- Ability to apply concepts of basic math.

Other Work Related Abilities

- 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, or schedule form.
- Ability to maintain confidentiality.
- Ability to work well with subordinates, public and families.

Certificates, Licenses, Examinations

- Valid South Dakota Driver's License.
- Other such examination as deemed appropriate and necessary by ROCS.
- Ability to be bonded.

