

## **AREA IV AGENCY ON AGING AND COMMUNITY ACTION PROGRAMS, INC.**

### **Position Description**

**POSITION:** Program Aide and Energy Assistance Program Intake Specialist

**DEPARTMENT:** Community Action Program-Childcare

**REPORTS TO:** Park Place Learning Center Site and Nutrition Coordinator

**FLSA STATUS:** Full-Time, Regular, Non-Exempt

**POSITION PURPOSE AND OBJECTIVES:** Prepare and serve each meal following appropriate CACFP & Licensing guidelines and maintain all janitorial duties outside the classrooms which comply with state childcare licensing regulations and Agency policies and procedures. Assist in classrooms in a developmentally appropriate manner. This position also assists the Energy Assistance Department by providing intake and eligibility determination of Energy Assistance Program applications.

#### **ESSENTIAL FUNCTIONS:**

- Participate in maintaining program compliance with childcare licensing regulations, Area IV policies, procedures and program plans and all other regulations and guidelines directing program operations.
- Assist in the classrooms, following appropriate child development guidelines and direction of the lead teacher.
- Act as the nutrition aide, following appropriate nutrition guidelines and essential functions.
- Pick up children's meals from offsite location using personal vehicle
- Participate in annual staff trainings and additional trainings and workshops as required.
- Conduct client assessments to determine energy assistance program eligibility.
- Complete all required paperwork accurately and in a timely manner consistent with the program regulations as necessary.
- Accurately enter all necessary information from applications into the required data system.
- Answer phone calls, inquiries, schedule appointments, take and respond to messages. Maintain flow of files and re-file, as required.
- Additional duties as assigned by the Site and Nutrition Coordinator or Deputy Director of Community Action Programs

#### **REQUIREMENTS AND QUALIFICATIONS:**

High School Diploma or equivalent. Strong organizational skills and ability to complete assigned tasks independently. The ability to evaluate and react to change in positive and productive manner. The ability to exercise critical thinking skills to solve problems perform mathematical calculations with a high level of accuracy. Must have the ability to maintain client confidentiality and to exercise ethical judgment, integrity, dependability, and accountability in the performance of duties. Possess good oral and written communication skills and be able to effectively communicate with staff, clients, and inter/intra agencies. Possess good computer skills and the ability to learn new systems and programs. Have a valid Indiana Driver's license and dependable transportation. Must provide proof of vehicle liability insurance with required coverage of \$100,000/\$300,000 Bodily Injury and \$100,000 Property Damage. Any offer of employment is a conditional offer until a clear criminal history screening and drug screening are complete.

#### **PHYSICAL REQUIREMENTS:**

The ability to perform the essential functions of this position with or without reasonable accommodations to sit, stand, bend and reach with manual dexterity sufficient to operate standard transportation/safety procedures and restraint and classroom/kitchen/office equipment. May require lifting up to 50 pounds.

Requires normal range of hearing and vision. Proof of physical examination with bi-annual follow-up exams. Annual proof of negative TB test. Current CPR and First Aid certifications.

**ACKNOWLEDGMENT:**

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason with authorization from the Executive Director. Area IV Agency on Aging and Community Action Programs, Inc. is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

\_\_\_\_\_  
Employee/Date

\_\_\_\_\_  
Executive Director/Date

Created: August 2022