

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Emergency Services Specialist	SUPERVISOR: Executive Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Food Bank Helper & Volunteers
EMPLOYMENT HOURS: 30-40 hours /week	WEEKS PER YEAR: 52
GRADE: 13	STARTING WAGE: \$15.14
POSITION SUMMARY: Direct and manage Havre Community Food Bank, including the provision of food and basic needs to Havre area residents; direct all operations systems and fund raising. Provide emergency housing services to individuals at risk of homelessness through homeless prevention and rapid rehousing services.	

MAJOR RESPONSIBILITIES:

Food Bank

1. Staff and oversee day to day operations, including donation solicitation, inventory management, food distribution, and record management.
2. Prepare reports to all funding sources and appropriate governing boards.
3. Direct outreach and public relation activities including fund raising events and volunteer recruitment and training.
4. Supervise all volunteers.
5. Maintain operational procedures for efficient and consistent operations.
6. Attend state network and advocacy meetings as required.
7. Write renewal and new grants, provide liaison to all funders.
8. Track donations, write receipts and thank-you letters, certificates of appreciation as required.
9. Coordinate services with Office of Public Assistance, Division of Family Services, HRDC programs, churches, Salvation Army, and other related community organizations.
10. Maintain food inventory.
11. Develop and implement plans and activities for fund raising and food collection activities.
12. Must be able to keep accurate and thorough records.

Emergency Housing Services

1. Determine eligibility and complete briefings for all new clients receiving assistance.
2. Perform on site home inspections to verify that units meet minimum habitability requirements as set by HUD.
3. Assists landlords regarding responsibilities and program requirements.
4. Assists clients in lease-up preparation and required paperwork to help clients obtain/maintain housing.
5. Maintains files to program specifications.
6. Data Entry into multiple tracking systems.

MINIMUM QUALIFICATIONS:

1. High School Diploma or High School Equivalency, plus two years of working in an office environment.
2. Some higher education in a relevant field is preferred.

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3. The ability to use a computer and be familiar with Microsoft Office programs.
4. This position requires the ability to solve problems, pay attention to details, organize group events, communicate effectively orally and in written form, and follow verbal and written instructions.
5. Strong organizational skills and the ability to work independently are required.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
7. Satisfactory criminal background check, motor vehicle background check and Child Protective Services background check.

Within 30 days of employment the following certifications/training must be successfully obtained/completed*:

- Civil Rights Training
- HMIS Pathways Training

Within 6 months of employment the following certifications/training must be successfully obtained/completed*:

- CDS Training

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Must be able to maintain confidentiality concerning all staff and clients.
2. Must have a willingness and ability to communicate effectively and relate well with diverse socio-economic groups of people; including intermittent interaction with angry public.
3. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
4. Experience in keeping accurate, complete, and thorough records paying close attention to detail.
5. Integrates knowledge of budgeting and management experience into program operations.
6. Work well under pressure, meet multiple and sometimes competing deadlines.
7. At all times demonstrate cooperative behavior with colleagues and supervisors.
8. Willing to work weekends and evenings as needed to perform job duties.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires moderate physical effort, to move between 5 and 25 pounds on a frequent basis (45% to 70% of the time). Requires significant physical effort on an occasional basis to move between 25 and 60 pounds (15% to 45% of the time). Requires heavy physical effort moving up to 100 pounds on an intermittent basis (less than 15% of the time).
2. Requires stooping, kneeling, crouching and crawling on hands, knees, and belly. Ability to climb up & down stairs and ladders.
3. Must be able to work in an office environment.
4. Travel is required on an occasional basis (15% to 45% of the time).
5. 20 hours per week will be dedicated to management of the Havre Community Food Bank.
6. 10-20 hours per week will be dedicated to providing emergency housing services.

EMPLOYEE SIGNATURE: _____ **DATE:** _____