



KENT COUNTY
invites applications for the position of:

Community Services Assistant

SALARY: \$20.47 Hourly
JOB TYPE: Full-time
OPENING DATE: 02/24/23
CLOSING DATE: 03/10/23 11:59 PM

JOB RESPONSIBILITIES:

We are hiring three full-time Community Services Assistants. The successful candidates will perform customer intake and determine eligibility for various Kent County Community Action programs and services such as Utility Assistance, Homeless Prevention, Senior Services Programs, Weatherization, Home Rehabilitation and more.

We are seeking individuals with familiarity of community resources and those who will be an advocate, providing referrals for assistance programs to members of the community. The individuals will also develop/coordinate and maintain effective outreach/referral linkages.

Duties may include preparing or assisting customers in the preparation of applicable forms, meeting the public in person and over the phone, scheduling appointments, preparing routine and special reports, and participation in various operational functions of KCCA programs. Duties may also include working with households and partner agencies to coordinate resources, provide case management assistance to support independence. Positions will be responsible for performing miscellaneous duties as needed.

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MINIMUM QUALIFICATIONS:

High school diploma or GED combined with additional experience in a Human Services setting is required. *Associate degree or higher in a Human Service/Social Services program is highly preferred.* Additional certifications required by federal, state and local funding sources may be required to be obtained throughout employment.

Computer literacy, oral and written communication skills and the ability to be highly efficient while ensuring attention to detail is required. Employees in this position may be required to possess and maintain a valid Michigan Driver's License.

Must interact positively and professionally with customers and members of the general public

from widely diverse cultural and socio-economic backgrounds. Must be able to periodically lift/push/pull/carry items weighing up to 50 pounds. Local travel may occasionally be required.

ADDITIONAL INFORMATION:

Notices will come via email so please be sure to monitor the email address indicated on your application

Kent County takes pride in living our values to foster a true sense of belonging among all of our staff. Please take a moment to review our Core Values.

<https://accesskent.com/Departments/HumanResources/pdfs/KC-Core-Values.pdf>

Would you like to know what Kent County does? Watch a day in the life of Max video:

https://youtu.be/v8g4Vv9pt_0

Kent County...where diversity and inclusion matter

Kent County is an Equal Opportunity Employer
APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/kentcountymi/default.cfm>

Position #2203 693 0000x3
COMMUNITY SERVICES ASSISTANT
PB

300 Monroe Ave. NW
Grand Rapids, MI 49503
616-632-7440
1-800-386-4484

jobs@kentcountymi.gov

Community Services Assistant Supplemental Questionnaire

* 1. Do you have experience working in a human services setting?

Yes No

* 2. If you answered yes to the above question, please briefly describe your related experience. If you answered no, please write "N/A".

* 3. Do you possess a valid, unrestricted Michigan driver's license?

Yes No

* Required Question