

**Community Action Partnership of Western Nebraska  
Community Health Services  
Job Description**

**Date:** July 2018

**Salary Grade:** 10-12

**Exposure Determination Category:** 3

**Salary Chart:** 1 Non-Exempt

**Job Title:** Family Stabilization Support Staff

**Reports To:** Family Stabilization Manager

**Essential Duties and Responsibilities:** Provide database and record keeping support, and performs various administrative and clerical duties for the Family Stabilization Program. Assist with Special Distributions and Projects. Assist in providing emergency and case management services, as needed.

**Major Duties:**

1. Oversee data gathering process for CAPWN in order to collect, manage, and develop accurate ROMA/CSBG data.
2. Assist with the development of the semi-annual and annual reporting for CSBG.
3. Assist users in Service Point to run reports and troubleshoot.
4. Accumulate all documentation, reconcile invoices and generate coding sheets.
5. Generate and submit monthly invoices for payments to community funders.
6. Provide information and referrals to appropriate agencies and organizations.
7. During staff shortages, assist in providing emergency and case management services; adhering to Family Development and funding source guidelines.
8. Complete required reports.
9. Attend meetings and trainings as required.
10. Maintain confidentiality of records and communications.
11. Perform other duties as assigned.

**Working Conditions:**

- Office 80%, 20% training, meetings, and community interaction
- Work must be completed with minimal supervision and requires self-motivated individual.
- Travel within service area and occasionally out of service area.

**Physical Requirements:**

- Ability to bend, stoop, squat, and crouch.
- Must be able to lift up to 50 pounds.
- Fine manipulation of hands with repetitive action.
- Operate office machines.
- Must regularly talk, hear and have close vision ability.
- Noise level in the work environment is average.

**Minimum Qualifications:**

**Grade: 10**

1. High school diploma or GED.
2. Three years of experience in office procedures, data entry, and word processing.
3. Basic computer skills and data entry speed of 4000 keystrokes per hour (33 wpm)
4. Minimum of 21 years old.
5. Valid driver's license and clean driving record with an insured vehicle.

**Grade: 11**

1. Associate's degree in the areas of Human Services, education, social work or related field and one year experience in a human service program.
2. Microsoft Office and Internet-based navigation computer experience in a work setting.
3. Proficient in verbal communication and in maintaining written documentation.
4. Age 21 or above.
5. Valid driver's license with good driving record and insured vehicle available at all times.

**Grade: 12**

1. Meet the minimum qualifications above;
2. Bachelor's degree in the areas of Human Services, education, social work or related field.

**Approved by Human Resources Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by Program Director:** \_\_\_\_\_ **Date** \_\_\_\_\_