

JOB DESCRIPTION
GROW South Dakota
104 Ash St. E.
Sisseton, SD 57262

Job Title: Emergency Assistance Coordinator	
Reports to (Immediate Supervisor): Sr. Program Director	
Revision Date: October 1, 2021	

Position Overview:

Review, analyze, and process requests/applications for emergency assistance. Responsible to ensure applications are complete, and meet guidelines as established by the Agency and funding sources. This program is very interactive with people and requires organizational and analytical skills in determining program eligibility.

Detailed Job Functions:

- Provide information to potential emergency assistance clients with the application and eligibility requirements.
- Review incoming applications, request additional information, and process applications as received.
 - Determine eligible funding source for assistance, and input information into appropriate database.
- Maintain individual client folders and ensure proper documentation is in the file and database.
- Contact the client and the vender to inform them of the assistance Agency will provide.
- Provide client with the referral information as required, based on funding the source.
- Prepare voucher for payment upon approval from program manager.
- Enter the completed information into appropriate agency databases.
- Research and attend trainings and meetings, to ensure compliance with funding source regulations, update procedures and policies with changes as approved.
- Ensure all files are properly maintained and filed in the appropriate place.

-Additional Duties:

- Attend seminars, workshops, conferences, job related training sessions, mandatory meetings as required by funding sources or the agency.
- Responsible for providing additional support when the Agency is working on special projects as required in order to meet deadline dates.
- Perform other duties as mutually agreed upon between the immediate supervisor and/or CEO.
- Strive to meet agency strategic plan goals.

Job Requirements:

- Must have knowledge of Microsoft Office programs, such as: Excel, Power Point, Word and other computer programs as required.
- Must have a High School Diploma or equivalent, a valid driver's license and be a United States citizen or permanent resident alien.
- Must be analytical, organized and have the ability to determine decisions directly related to the program eligibility.

- Ability to plan, prioritize, work under pressure and time deadlines, analyze problems and propose reasonable solutions and handle multiple interruptions, work effectively and independently without supervision
- Must maintain and comply with governmental record keeping and administration requirements.
- Must maintain the integrity of confidential employment and business information.

Working Conditions:

- Work is performed largely in a pleasant office environment.
- Hours of work will generally be during regular business hours.
- There may be some variation in work hours due to special projects, deadlines, and other concerns.
- Out-of-town and overnight business travel may be requested for business.

Acknowledgment:

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the CEO or management staff. All requirements are subject to change over time and as well as possible modifications to reasonably accommodate individuals with a disability. This job description does not constitute a written or implied contract of employment.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038
 Website: growsd.org Email: info@growsd.org

Application for Employment

Date _____

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Employment Position Desired _____ Date you can start _____ Salary desired _____

Are you interested in working Full or Part Time? Full time _____ Part time _____

Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:

Are you willing to work overtime if required? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____



Are you currently employed? Yes___ No___

If so, may we inquire of your current employer? Yes___ No___

Employers (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

References (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes_____ No_____

If no, do you have a work authorization number? Yes_____ No_____

Have you ever been convicted of any felony? Yes_____ No_____

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes_____ No_____

If yes, please explain: _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date_____

Signature_____

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

Race: (Mark one or more)

White _____
Black or African American _____
American Indian/Alaska Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

Ethnicity: (Mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

Gender: Male _____ Female _____

_____ Information provided by management