



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Program Aide	Job Category:	Community
Classification:	Office Based Services	WC Code #:	8742
Location:	MHH	Travel Required:	Yes
Level/Salary Range:	\$15.00 per hour	Position Type:	Full Time, 40 hours/week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	08/16/2019
Immediate Supervisor:	Program Coordinator		
Benefits:	9 Paid holidays, Paid Time Off (pro-rated) per year, Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.		

Applications Accepted By:

E-mail:

denise@alliance4you.org

Subject Line: Program Aide

Attention: Human Resources

Job Description

Role and Responsibilities

The Program Aide Position will be responsible for creating a welcoming environment for clients, as well as community partners in person and over the phone in a professional and responsive manner, and for providing scheduled transportation for Human Services or Probation.. This position will ensure the smooth operation of the office in general, while completing administrative tasks identified by the Program Director, and will be responsible for general administrative duties listed below. **The Program Aide MUST have 5 years of driving experience, a valid driver's license, current automobile insurance, and a clean DMV record.**

Direct Service:

- Greet and check-in participants and others as they enter the facility and orient clients to program and guidelines.
- Answer phones and respond to requests for information
- Assist with Intake forms of those entering program and remain up-to-date on community services and answer participants questions
- Regularly communicates with program staff and community partners (as needed) to ensure ongoing and effective communication between Programs.
- Help with transportation as requested.
- Coordinate facility open and closing
- Facilitate and support meal preparation as needed





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- Facilitate activities for participants and develop new groups and classes to meet the needs of our participants
- Receive referrals from the Alliance and other community agencies for transport needs.
- Provide transportation to participants around as needed for court, human services or case management.
- Work with Program Coordinator to calendar transports.
- Perform regular safety checks on program vehicles.

General Duties:

- Answers multiple phone lines.
- Maintains forms and documents related to the functioning of the office.
- Maintains communication with community partners on behalf of the program, as needed.
- Updates website and social media under the direction of Program Coordinator or Program Director
- Assists with data entry and provides data support when required.
- Assist in the planning and coordination of fundraiser activities and events, as needed
- Helps maintain office cleanliness and beautification, advise Program Coordinator of ordering needs.
- Attends meetings and trainings as requested
- Document and communicate unusual incidents to Program Director/Supervisor
- Make recommendations to Program director for policies and procedures
- Stays up to date on community classes available at MHH and at other organizations
- Attend program and agency staff meetings when requested by PD
- Comply with Agency policies and procedures
- Other duties as assigned by Program Coordinator and/ or Program Director.
- General office support

Qualifications and Education Requirements

Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.) and Computers and Software Programs preferred
- General Administrative Principals

Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines





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- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology

Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Experience providing direct services to populations served at the Center

Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	





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Initial Job Description Date:	8/12/19	Revised Job Description Date:	
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*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

