Community Shelter Board Working to end homelessness

DCA Intern

For more information about CSB visit www.csb.org
Submit cover letter and resume to: hiring@csb.org

Title of Position: DCA Intern **Pay Range:** \$12/hour

Status: Temporary, Part-time (February 2011 – June/July 2012)

Benefits: Pension

Reports to: Director of Programs & Planning **Unit:** Program

BASIC FUNCTION

This position is responsible for implementation of all direct client financial assistance (DCA) program activities.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by ensuring there is a sound implementation of the direct client assistance programs and related initiatives that improve client access to and procurement of resources necessary to secure and maintain housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes weekly standard DCA applications and HPRP applications in accordance with DCA and HPRP DCA policies and procedures. Performs data entry in Columbus ServicePoint for all DCA and HPRP DCA transactions. Able to provide DCA and HPRP DCA reports to management, as requested.
- 2. Assists in managing DCA expenditures and monitors program performance to assure compliance with fiscal and funder requirements. Assures compliance with funder requirements and monitors for compliance, as appropriate.
- 3. Assists in DCA capacity building activities, including content, scheduling, promotion and presentation.
- 4. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.

OTHER FUNCTIONS

- 1. Assures that effective communication is maintained within areas of responsibility.
- 2. Recommends and implements techniques to improve productivity and increase efficiencies.
- 3. Maintains complete and adequate files, records and documentation according to administrative and program procedures and funder requirements.
- 4. Active participant in Program and Planning Department staff meetings.
- 5. Other duties and projects, as requested.

KEY LEADERSHIP COMPETENCIES

- 1. Decisions and activities are guided by a clear, appropriate and effective set of core values and beliefs.
- 2. Widely trusted and seen as a direct, truthful individual.

SKILLS, KNOWLEDGE & ABILITIES

- 1. Demonstrated ability to accurately attend to detail.
- 2. Excellent organization and time management skills.
- 3. Knowledge of effective social service interventions is a plus.

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- 4. Superior numeric skills.
- 5. Excellent communication skills, both oral and written.
- 6. Excellent skills in Microsoft Office (Word/Excel/Outlook) necessary. Experience using computer network, e-mail, and internet required.

PHYSICAL OR MENTAL DEMANDS

- 1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
- 2. Strong analytical and reasoning abilities.
- 3. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
- 4. Ability to establish credibility and be decisive while supporting the agency's needs and priorities.
- 5. Quick learner able to grasp and oversee all DCA functions and comfortable in a fast-paced environment.

MINIMUM QUALIFICATIONS

- 1. Congruence with agency mission and values.
- 2. Bachelor's degree or current student with competency in human services or business administration.
- 3. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

Community Shelter Board is an Equal Opportunity employer and conforms to all applicable employment practices.