

Organization: **Youth & Family Services (YFS)**

Department: **HBHS**

Position: **Program Assistant**

Status: **Full-Time**

Reports to: **Home-Based Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday through Friday

Hours/Week: 40

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: High School diploma or GED required. Some college education preferred. Good team work and networking skills. Strong computer skills. Professional appearance and behavior. Ability to work with people of all socioeconomic and cultural backgrounds. Ability to maintain confidentiality. Must meet Head Start Program Performance Standards. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Maintain a functional system for child, family, and program records. Will produce appropriate reports as requested.
- Track purchase orders through the finance office and track receipt of merchandise and services.
- Monitor, record, assist in securing the required 20% In-Kind (non-federal match requirements) and produce necessary computer records.
- Purchase, maintain, and monitor an inventory of program supplies and office equipment for all HBHS sites.
- Provide technical assistance and training for staff and participants.
- Prepare training materials as requested for HBHS meeting and trainings. Input the staff training information into staff data system.
- Monitor the petty cash account for the program.
- Update HBHS forms (Parent Handbook and Calendar, Family Information Binder, Child Portfolio, and Kindergarten Transition Packets) as needed.
- Monitor and schedule appointments for the maintenance of all HBHS agency vehicles.
- Ensure that nutrition paperwork from HBHS socialization are sent to the Nutrition staff as required.
- Provide temporary assistance at the front desk as requested.
- Provide assistance and complete reports as needed for HBHS staff.

Additional Functions: Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Receive visitors and callers in a friendly manner, determine their interest, and provide the information needed or direct them to the best possible resource when necessary. Work effectively with parents and children from diverse and low-income backgrounds, community members, leaders, and a variety of cultural groups.

Maintain confidentiality as it relates to information about children, families, and other staff members. Attend all staff meetings and trainings as requested by supervisor. Perform additional duties as assigned by supervisor. Promote and support the entire YFS organization and encourage client use of other programs as appropriate.

Environmental Functions: Perform duties in a controlled office environment and remotely. Participate in some socialization opportunities, field trips, and activities with children. Will be required to drive occasionally. Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!