



Job Title:	Part-Time Assistant; <i>Social Services Department</i>	Salary Range:	\$8.50 to \$9.50 Per Hour DOQ, FLSA Non-Exempt
Recruitment Dates:	<i>July 7, 2010 through August 4, 2010, 2:00 pm.</i>		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administration needs of a town.

- General Purpose. To provide information and referral to clients and the general public concerning social services for low-income families and senior citizens. Hours: 20-25 hours per week. Normally 9 a.m. to 1 p.m. Mon-Fri, but may vary depending on staff need.
- Answering phones and providing information and referral to clients concerning social services for low-income families and senior citizens.
- Must be able to type efficiently and have computer skills including Word and Excel. Must be able to file and use general office equipment efficiently.
- Must be friendly and have great listening skills. Have patience and great problem solving skills. Must be versatile and be able to work with people that are under extreme stress due to their general situation—both the low-income and elderly.
- Must be able to lift 30 lbs. in order to assist in the monthly food distribution.
- Will be responsible for MCHSD energy and rental assistance application-confidentiality required.
- Occasionally, will be required to fill in for other employees in order to complete the contractual requirements—such duties include, but are not limited to, assisting in driving vans, senior functions, food programs, and going on outreach. Such duties are normally limited to 2-3 days per month.
- Performs other duties as assigned.

Minimum Qualifications

Graduation from High School or GED required. Possession of a valid Arizona driver's license and a clean driving record required. Must be willing to work in the office and occasionally in the field. Proficiency in Microsoft Office, primarily Word and Excel.



Ability to establish and maintain cooperative working relationships. Knowledge of general office equipment and procedures. May be required to drive a 10-passenger van in the Phoenix Metro area on occasions. Spanish speaking a great asset to the job.

Required to pass the MCHSD and AAA requirements for background checks and will be required to be fingerprinted. All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6 month probationary period.

Skills required: Knowledge and ability to implement the following:

- Excellent phone etiquette and verbal communication skills.
- Ability to respond rationally during emergency situations.
- Punctual and dependable with excellent attendance, and dedicated..

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job may be substituted for evaluation at the discretion of town management.

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 50 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of office equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Application Procedure

Please submit the following by mail, e-mail, or fax. :

- (1) Resume (with Work History for the past 5 years),
- (2) Cover Letter,
- (3) Three (3) Work Related References

Questions should be directed to Beverly Turner, Town Clerk.

By Fax

Beverly Turner
Town of Gila Bend

928-683-6430

By Mail

Beverly Turner
Town of Gila Bend
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By E-mail

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