

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

Department: **RCHS**

Position: **Program Assistant/Dispatcher**

Status: **Full-Time**

Reports to: **Program Assistant Lead**

Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday through Friday

Hours/Week: 40/23

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. Secretarial training and/or experience, written and verbal communication skills, ability to work independently, and deal effectively with the public. Must meet Head Start Program Performance Standards. Current vehicle liability insurance and a valid driver's license required. Punctuality, dependability and flexibility. Ability to handle emergencies. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds.

Essential Functions:

- Answer multi-line phone system in a professional and friendly manner, record, and distribute messages accurately and efficiently.
- Greet public and assist individuals in an efficient and professional manner. Monitor traffic flow in and out of building to ensure safety of clients, visitors and staff.
- Provide radio dispatch and operate a system of communication for transportation services via radio, telephone calls, written documentation and respond in accordance with program policies and procedures.
- Provide break coverage in classrooms as assigned.
- Assist in the monitoring and maintaining facility maintenance needs, program office equipment and transportation equipment.
- Handle problems as directed. Report unusual or significant needs to Program Director.
- Provide assistance to the Program Director, Coordinators, and other program staff as needed.
- Operate standard office equipment such as computers, copiers, printers, fax machines, and other equipment common to an office environment.
- Maintain program records and files as assigned.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Process program mail and inter-office correspondence as assigned.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.

Additional Functions: Attend all staff meetings and trainings as requested by supervisor. Provide sound clerical assistance as requested by supervisor. Model appropriate behavior while working with other staff, children, and families. Promote and support all YFS programs and services. Perform additional duties as requested by supervisor.

Environmental Functions: Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to lift up to 50 lbs. Ability to carry children with both arms. Ability to move within

the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

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!