

QUALIFICATIONS AND REQUIREMENTS (Cont...)

3. Be proficient at demonstrating the ability to excel in a business environment that is controlled by deadlines and schedules.
4. Be proficient in Microsoft Office Software applications.
5. Have experience working with diverse populations, including low to moderate-income families.
6. Have the ability to multi-task and prioritize duties.
7. Hold a valid driver's license and insurance.
8. Have good written and oral communication and interpersonal skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements.

Physical demands:

Manipulate, handle, feel, and control items or equipment
Able to read, write, and interpret written documents
Occasionally lift and move objects weighing up to 25 pounds

ORGANIZATIONAL STRUCTURE:

Reports to: Human Resources Director
Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.