



## Goodwill of Orange County Job Description

Approved: \_\_\_\_\_

Vice President of Human Services

8/29/18

Date

Effective:

08/22/2018

Approved: \_\_\_\_\_

Sr. Director of Human Resources

8/29/18

Date

### MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

#### **STRATEGIC VISION PRIORITIES:**

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

#### **VALUES:**

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE:

OFFICE CLERK-SUPPORTED EMPLOYMENT  
(Nonexempt)

AREA:

SUPPORTED EMPLOYMENT

DEPARTMENT:

EDUCATION, TRAINING, & EMPLOYMENT SERVICES (ETES)

DIVISION:

HUMAN SERVICES

### PURPOSE OF POSITION:

Provide general clerical support to the Supported Employment program including: compiling information and preparing reports and correspondence, maintain Supported Employment program participant files, organization of program related documents, and other duties as assigned.

SUPERVISION RECEIVED:

Reports directly to the Supported Employment Manager II.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

1. Provides general clerical support to the Supported Employment supervisory team and the Job Placement Team:
  - a. Compiles information, prepare reports, correspondence, memos and other documents.
  - b. Maintains active program participant board.
  - c. Scanning and organizing all needed program participant paperwork.
  - d. Initiates and maintains permanent records, both paper and electronic.
  - e. Ensures adequate inventory of office supplies.
  - f. Updates Supported Employment forms and Notebooks.
  - g. Assist with data entry.
  - h. Assist with special projects as needed.
2. Drives on company business as required.
3. Performs other job related duties as required.
4. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possessions of company property.
5. Acts safely at all times, following all safety rules and regulations.
6. Follows all company policies and procedures.
7. Promotes and demonstrates cooperation and teamwork. Assists and shared knowledge and information with other employees as needed.
8. Uses good interpersonal skills such as courtesy, sensitivity, politeness and thoughtfulness.
9. Works with, trains and or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1. High School or GED required; some college coursework in related are preferred.
2. Some relevant experience preferred
3. Basic PC skills in MS Office.
4. Effective grammar and English, and writing skills.
5. Excellent communication and interpersonal skills.
6. Valid California driver's license, liability insurance and a DMV record acceptable to Goodwill's insurance company.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

Various office supplies and equipment including: telephone, fax machine, adding machine, computer, printer, copy machine, file cabinets, papers/forms, calendar, pens/pencils, ruler, scissors, etc.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing	X			
2. Bending		X		
3. Carrying		X		
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling				X
8. Fingering/Fine Dexterity				X
9. Flexing Wrist				X
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing				X
13. Kneeling		X		
14. Lifting		X		
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining	X			
20. Sitting				X
21. Standing		X		
22. Stooping		X		
23. Talking				X
24. Tasting/Smelling	X			
25. Throwing	X			
26. Turning Body		X		
27. Twisting Body		X		
28. Walking		X		
29. Near Vision			X	
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception	X			
33. Visual Accommodation	X			
34. Color Vision	X			
35. Field of Vision/Peripheral	X			

## LIFTING AND CARRYING DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
X	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

## ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors				X
Outdoors	X			
Dust	X			
Electric Shock	X			
Explosive	X			
Exposure to Weather	X			
Extreme Cold	X			
Extreme Heat	X			
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises	X			
Mist	X			
Moving Mechanical Parts	X			
Odors	X			
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity	X			
NAME:				
SIGNATURE:			DATE:	

