Five Sandoval Indian Pueblos, Inc.
Position Classification and Description

FIVE SANDOVAL INDIAN PUEBLOS, INC.

POSITION TITLE: Certification Clerk
CLASSIFICATION: Non-Exempt
DEPARTMENT: Food Distribution Program
SUPERVISOR: FDP Administrator
GRADE: NE6

Position Summary:
Receives applications for the Food Distribution Program, interviews households to determine eligibility and issue USDA foods according to USDA regulations.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Interviews eligible participants, explains the Food Distribution Program, interprets and assists with questions on the application and other related forms.
- Advises households of their rights and responsibilities during the interview.
- In determining eligibility, the method of verification must be recorded in each casefile and complete with the required documents. Notice of eligibility must be made to household(s) within the specified time frame.
- Informs ineligible households verbally and in writing the reason(s) for denial.
- Provides each household with a notice of expiration of their certification, to include the date, time and place for recertification.
- On a monthly basis, responsible for issuing the correct amount of USDA foods to eligible households, contacting households and delivering to homebound elderly.
- Responsible for establishing claims against households that have received more USDA foods than it is entitled to receive, or found to be participating in both the SNAP and Food Distribution Program at the same time.
- Provide communities and participants with a monthly calendar of distribution dates, application forms and any other information regarding the Food Distribution Program.
- Cooperates in providing nutrition education to households via cooking demonstrations, receipts, visual aides, proper storage and care of USDA foods.

- Provides the Program Administrator with a monthly participation and progress report. Provides information regarding any problems or referrals related to the Food Distribution Program.

- On a quarterly basis, submits the Tribal In-Kind Contribution form to obtain signature from each respective Governor and submits to Program Administrator.

- Provides the Program Administrator with participant case file(s) for review.

- Adheres to the Confidentiality Act of the program and organizational policy.

- Performs other related duties as assigned.

Minimum Qualifications:
High School diploma or equivalent. Must be able to operate business computers and other related office machines. Knowledge in Windows software such as Word, Excel and Power Point. Must demonstrate strong communication skills, good math skills and legible handwriting. Must be able to deal with public on a daily basis. Must have own transportation with a valid NM Driver's License and clean driving record. Must be able to successfully pass a pre-employment drug/alcohol screen and background

Supervision Exercised: None.

Physical Demands:
While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; and walk. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl; and to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Florence Calabaza 12/11/12
FDP Administrator DATE

Joe Landi 12/11/2
Human Resources Director DATE

James R. Madalena 12/11/2012
Executive Director DATE