

# Certification Specialist

## Department: Food Distribution

**Opening Date:** March 05, 2010

**Closing Date:** March 19, 2010

### Job summary

Under the direction of the Food Distribution Director the Certification Specialist determines eligible and ineligible certification criteria for program participation.

### Duties and responsibilities

- Develops system for certifying applicants.
- Implements certification, recertification and appeals procedures.
- Provides applicants with information about the Food Distribution program and refers to other social services.
- Interviews applicants and verifies information through documentary evidence.
- Develop procedures for outreach activities.
- Prepare recipient data reports.
- Prepares nutrient education information.
- Determines the need for expedited distribution.
- Informs all potential Indian and non-Indian recipients of program eligibility requirements, application procedures, and dates of distribution.
- Prepares a list of food preferences in order to facilitate ordering and distribution.
- Trains and supervises Computer Specialist in certification activities and maintenance of certification records.
- Perform other duties as assigned.

### Qualifications

Associate's Degree in social work or related field; with a minimum three (3) years experience in certification work; or any combination of equivalent education and experience. Ability to work well with people.

## Requirements

- Must have no criminal record.
- Must have no felony conviction.
- Must adhere to confidentiality policy.
- Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.