

Mission Statement

Volunteers of America, Dakotas is a nonprofit, spiritually based organization that reaches out to empower people of all ages to become healthier, self-sufficient, productive members of their communities.

Agency Overview

- 450+ employees
- Served 43,904 individuals last year
- Providing services in South Dakota since 1920
- Working to help families without childcare, those struggling against addiction, the adolescent who can't return home, provide alternative educational opportunities to children, youth & adults, and providing opportunities for those with disabilities
- 17 locations throughout Sioux Falls and six locations in other areas of South Dakota and North Dakota
- Partnerships with five middle schools, Minnehaha County Jail, and other non-profits
- Partnership with 14 South Dakota counties
- One of 38 Volunteers of America affiliates nation-wide

Six Service Areas

1. **Children & Youth Services** - Through our caring staff we ensure the social, emotional and academic development of young children, and empower older youth to be physically, emotionally and mentally healthy and ready to enter adulthood
2. **Housing & Homeless Services** - Through our dedicated staff we are working to prevent and end homelessness for individuals and families. Staff engages homeless individuals, youth, and families with children, we stay with them for as long as it takes to return them to self-sufficiency.
3. **Substance Abuse Services** - Through our passionate staff our continuum of supportive services and residential treatment options assist adolescents, adults and their families through the battles of addiction.
4. **Mental Health Services** - Through our dedicated staff we provide counseling, mediation, and crisis intervention services to people with mental illness providing the individualized supports they need to live in their community.
5. **Employment, Training, & Disabilities Services** - Through our passionate staff we offer education, training and support services in our employment and training programs help prepare individuals for employment. Our dedicated staff also supports people with developmental disabilities helping them become members of their community.
6. **Community Enhancement Services** - Through our devoted staff and volunteers we strengthen community life through a variety of community programs that provide a safety net for individuals and families who are at risk of homelessness, hunger, and other life crises.

Internship Opportunities

Internships are available in the following fields:

- Social Work
- Criminal Justice
- Psychology
- Early Childhood Education
- Human Resources
- Marketing
- Finance
- Development/Public Affairs
- Non-Profit Management

If your area of study isn't listed please contact us for a special internship placement. All internships are unpaid and can vary depending on requirements and intern's time commitment.

Volunteering Opportunities

AmeriCorps VISTA Member

Location: Sioux Falls, SD; Rapid City, SD; Aberdeen, SD; Bismarck, ND

Date/Time Commitment: 1 year of service, 40 hours per week

Brief Description: AmeriCorps*VISTA (Volunteers in Service to America) provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that ultimately bring low-income individuals and communities out of poverty.

Bowden Youth Center Volunteer

Location: 430 W. 11th St., Sioux Falls, SD

Date/Time Commitment: The Bowden Youth Center is open 3:30 pm to 10:30 pm, Tuesday - Saturday.

Brief Description: Volunteers have a great opportunity to invest in the lives of the youth of our community!

Childcare Volunteer

Location: Multiple Locations

Date/Time Commitment: Flexible, but should be able to volunteer for at least one hour at a time. Volunteer hours are Monday-Friday between 5:30 am and 6:00 pm.

Brief Description: Providing quality care and supervision for infants and children attending our childcare programs.

Residential Youth Treatment Volunteer

Location: Various Locations in Sioux Falls, SD

Date/Time Commitment: The Residential Treatment Program utilizes volunteers between 3:00 pm and 7:00 pm, Monday - Friday and between 1:00 pm and 8:00 pm on Saturday and Sunday.

Brief Description: Be a role model! Volunteers have the opportunity to invest in the lives of young people!

Development Volunteer

Location: Bollinger Center at 1309 W 51st Street

Date/Time Commitment: Offices are open 8:00 am to 5:00 pm, Monday - Friday

Brief Description: The volunteer will be responsible for serving the Development Department with daily or special projects. Activities include helping with fundraising, grant writing, special events, and marketing efforts.

Prevention Resource Center Volunteer

Location: Bollinger Center at 1309 W. 51st St.

Date/Time Commitment: The Prevention Resource Center utilizes volunteers Monday-Friday from 8:00 am to 5:00 pm.

Brief Description: The volunteer will be serving the organization by assisting with the prevention and education effort.

Thrift Store Sales Volunteer

Location: 217 N. Nesmith, Sioux Falls, SD

Date/Time Commitment: The Thrift Store utilizes volunteers Monday - Friday, between 9:00 am and 6:00 pm and on Saturdays, between 10:00 am and 4:00 pm.

Brief Description: The volunteer will be responsible for providing assistance at the Thrift Store.

Employment Opportunities

Life Skills Educators

Position provides support and guidance to adolescent males and females ages 9-18. Adolescents referred to these programs are in crisis, dealing with addiction, and mental health diagnosis.

Requirements:

Ability to work at least two shifts per week and every other weekend preferred. Requirements include academic preparation in a human services field and related experience.

Positions available in the following programs:

- Group Care - licensed as a Group Care center for minors by the South Dakota Department of Social Services. This 32 bed facility provides short-term residential services to participants ages 9 to 17 years.
- West Farm - Department of Social Services licensed 24-hour group care program provided collaboratively with the Department of Corrections. The program has the capacity for 27 males between the ages of 14 & 17.
- Psychiatric Residential Treatment - Department of Social Services licensed 24-hour residential treatment program with capacity for 22 youth between the ages of 10 to 17 that have a qualifying mental health diagnosis.
- Heisler Chemical Dependency Treatment - Division of Alcohol and Drug Abuse licensed facility providing comprehensive alcohol and other drug evaluations and assessments to youth and adults.
- New Start for Adolescent and Adult Women - Division of Alcohol and Drug Abuse licensed 24-hour residential treatment programs for pregnant and parenting adolescents (age 12-18) and women (19 and above) and their children.

Direct Support Professional/Direct Support Specialist

Position provides support, supervision, and education, modeling and training to participants with developmental disabilities in a residential setting.

Requirements:

Degree in special education, social work or related field, minimum of 4 years related experience. Excellent communication & teaching skills, education and/or experience with developmental disabilities, mental health issues & emotional/behavioral disorders. Knowledge and/or experience in behavioral support techniques & implementation.

Positions available in the following programs:

- West Oak - Division of Developmental Disabilities licensed residential programs for adolescent and adult males who have developmental disabilities and behavioral/emotional or psychiatric disorders.
- West Oak Crisis Diversion - Division of Developmental Disabilities licensed residential programs providing short-term behavioral, therapeutic and psychiatric services to people with developmental disabilities who are in crisis.

Benefits as an Employee

Vacation Leave
Sick Leave
Holiday Leave
Funeral Leave
Military Leave

Health Insurance
Dental Insurance
Term Life Insurance
Long-Term Disability
Cafeteria Plan

401K Plan
Employee Assistance Program
Professional Growth and Advancement
Voluntary Vision Insurance
Voluntary Supplemental Life Insurance

Volunteers of America, Dakotas

EMPLOYMENT APPLICATION

1309 W. 51st St. * PO Box 89306 * Sioux Falls, SD * 57109-9306 * (605)339-1199

Please respond to all questions

GENERAL INFORMATION:

Date of Application: _____

Position(s) Applied For: _____

Employment Desired: *Full-Time* _____ *Part-Time* _____ *Relief (under 25 hr./wk.)* _____

Total Hours Available Per Week: _____ Date Available To Start: _____

Hours Available: M T W T F S S

From: _____

To: _____

Name: _____ Social Security Number _____

Last First Middle Initial

Address: _____

Street City State Zip

Phone(H): _____ Daytime Phone(W): _____ Are You 21 or Older: _____

Emergency Contact Person: _____ Phone: _____

Have You Filed An Application Here Before: _____ Salary Desired: _____

If Yes, Give Dates & Position Applied For: _____

Have You Been Employed Here Before: _____ If Yes, Give Dates: _____

EDUCATIONAL INFORMATION

Name & Location of School *Did You Graduate* *Year* *Major/Type of Degree*

High School: _____

College/Vocational: _____

Graduate/Professional: _____

May we inquire at your present employer? yes no If no, why? _____

Professional / Employment References (3) - (NO Family)

Name: _____ Name: _____
Relationship: _____ Relationship: _____
Address: _____ Address: _____
Phone: _____ (H) & _____ (W) Phone: _____ (H) & _____ (W)

Personal References (1) (NO Family)

Name: _____ Name: _____
Relationship: _____ Relationship: _____
Address: _____ Address: _____
Phone: _____ (H) & _____ (W) Phone: _____ (H) & _____ (W)

We **MUST** have 4 references and they **MUST** be 3 Professional/Employment and one Personal (No Family in Either)

ALL QUESTIONS MUST BE ANSWERED FOR CONSIDERATION OF APPLICATION

*Are you currently charged with or have you ever been convicted of a criminal offense including misdemeanors or felonies?
(A conviction will not necessarily bar you employment). yes no
if yes, explain: _____

*If considered for a position with Volunteers of America, Dakotas, do you give your consent to a background search of criminal offenses?
 yes no

*If offered employment with Volunteers of America Dakotas, do you give your consent to a drug screening? yes no

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Additionally, I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between Volunteers of America, Dakotas and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Volunteers of America, Dakotas unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Volunteers of America, Dakotas retains a similar right.

I understand that Volunteers of America, Dakotas is an equal opportunity employer and does not discriminate on the basis of age, gender, race, sexual preference, religion, veteran status, or disability although certain positions may require persons of the certain sex to achieve balanced child care management. Grievances concerning possible discrimination may be made to the Human Relations Commission.

Signed: _____

Date: _____

Check box that corresponds with facility type for this request. →

- | | | |
|---|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Head Start Program | <input type="checkbox"/> Relative/Other Caretaker (DOC) |
| <input type="checkbox"/> Before & After School Center | <input type="checkbox"/> Independent Living Prep Program | <input type="checkbox"/> Relative Placement (CPS) |
| <input type="checkbox"/> Child Placement Agency | <input type="checkbox"/> In Process Regulated Child Care | <input type="checkbox"/> Tribal Child Welfare |
| <input type="checkbox"/> Foster Home | <input type="checkbox"/> Maternity Home | |
| <input type="checkbox"/> Group/Residential Facility | <input type="checkbox"/> Regulated Child Care Program | |

(Please read instructions on back of this form before completing)

PERMISSION TO SCREEN FOR REPORTS OF ABUSE OR NEGLECT

In connection with my application/approval, as a(n) _____ I understand that my name must be screened for substantiated reports of abuse or neglect in South Dakota and any other states in which I have resided since birth. My signature authorizes the South Dakota Department of Social Services, and any other state, to search any information systems and any central registry for child abuse and neglect they may have, and review records, identified in the search which may provide information related to reports and investigations of abuse or neglect. My signature authorizes the release of any information found in these searches, including but not limited to substantiated incidents not on the central registry of child abuse and neglect, to the South Dakota Department of Social Services.

Full Legal Name: _____

Date of Birth: _____ Maiden Name: _____

Other Names Used: _____

Social Security #: _____ Male: ___ Female: ___ Race: _____

List All Prior Addresses: (Since birth in chronological order with birthplace first)

Street Address	City	County	State	Dates

List Full Name (first, last, birth) and Date of Birth of ALL your OWN Children:

(Do not list other people's children for whom you might provide daycare)

Name	Date of Birth	Name	Date of Birth

The Department of Social Services, it's staff and agents are released from any and all liability based upon information transmitted through this authorization, as long as such information is given in good faith.

My signature further authorizes the release of any information found in these searches, including but not limited to substantiated incidents not on the central registry of child abuse and neglect, to the agency listed below.

Signed: _____ Date: _____

Address: _____

Agency Name & Phone
 Volunteers of America, Dakotas
 (605) 334-1414

Number Agency Mailing Address
 Attn. Human Resources, PO Box 89306
 Sioux Falls, SD 57109-9306

Agency License Number
 97,395 R123
 N/A – DSS field office / Head Start
 N/A – license not yet issued

DECLARATION OF PRIOR CRIMINAL CONVICTION AND MILITARY HISTORY

As required by SDCL 26-6-14.5 for employment, residence or presence in a child welfare agency, this declaration must be completed and retained in the employee/provider/volunteer file. For foster homes licensed by DSS, a copy of this form should be submitted with DCI and FBI fingerprint cards to the Office of Child Protection Services, 700 Governors Drive, Pierre, SD 57501-2291.

The following comprises a complete history of prior criminal convictions for:

Name: _____

Social Security Number: _____ Date of Birth: _____

Crime Convicted Of	Date of Conviction	Sentence or Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following is a complete history of military service for: _____

Branch of Service	Dates of Service	Type of Discharge
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby declare and affirm under penalty of perjury that the foregoing information is true and correct to the best of my knowledge and belief.

Signed this _____ day of _____, 20____.

Agency Return Address

Human Resources
 Volunteers of America, Dakotas
 PO Box 89306
 Sioux Falls, SD 57109-9306

Signature

Street Address and/or PO Box Number

City State Zip



APPLICATION DATA RECORD

Applicant Name: _____
First Middle Last

Address: _____
Number Street Apt.# City State Zip

Applications are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting, and other legal requirements, please fill out this Application Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date: _____ Position(s) Applied For: _____

Referral Source: _____ Advertisement _____ Employee _____ Job Placement Service _____ Walk-In
_____ Current Employee _____ One Stop Career Center _____ Other: _____

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one: _____ Male _____ Female

Check one of the following Race/Ethnic Group:

_____ White _____ Black _____ Hispanic _____ American Indian/Alaskan Native _____ Asian/Pacific Islander

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Individual

Describe accommodation needs for any of the above: _____

