

East Missouri Action Agency, Inc.
 403 Parkway Drive, Post Office Box 308
 Park Hills, Missouri 63601
 A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 8/16/2021 DEPARTMENT: Community Services

POSITION TITLE: Assistant Community Services Program Director PROGRAM: Community Services

POSITION SUMMARY: The Assistant Community Services Director is the assistant to the Community Services Program Director and is responsible for helping provide overall leadership, personnel management and coordination of projects within the Community Service department. More specifically the Community Services Representative team and programs run through CSBG, and various other funded programs, program performance, and coordination of the projects within the Community Services Department.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt
 LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade IX AMOUNT: \$19.17-\$20.65

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00

QUALIFICATIONS: Bachelor's Degree in social work, management or related field, or four years experience in program management experience may be substituted for all or part of the required education. At least 5 years experience managing complex programs and or delivering services to low-income people. Valid MO Driver's License and Insurance. Good communication skills, excellent computer skills, self-motivated, work well under pressure, and able to handle multiple tasks simultaneously. Ability to be on call to help support Uplift Homeless Shelter initiatives.

TARGET DATE FOR EMPLOYMENT: 9/1/2021

APPLICATION PERIOD DEADLINE: Until Filled

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>8/16/21</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Keri McCrory</u> Executive Director's Signature	<u>8/16/2021</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

APPLY TO:
 East Missouri Action Agency, Inc.
 Human Resource Department
 P.O. Box 308, 403 Parkway Drive
 Park Hills, MO 63601
 573-431-5191

Interviews will be held with leading candidates by appointment.

EAST MISSOURI ACTION AGENCY, INC.

"A Community Action Agency"
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
"An Equal Opportunity Employer"

POSITION DESCRIPTION

1. **JOB TITLE:** Assistant Community Services Program Director
2. **GRADE LEVEL:** IX-E
3. **FLSA STATUS:** Exempt
4. **SUPERVISOR'S POSITION:** Community Services Program Director
5. **SUPERVISED POSITIONS:** Community Services Representatives for each county and SELF Program Manager

6. **POSITION SUMMARY:**

The Assistant Community Services Director is the assistant to the Community Services Program director and is responsible for helping provide overall leadership, personnel management and coordination of projects within the Community Service department. More specifically the Community Services Representative team and programs run through CSBG, and various other funded programs, program performance, and coordination of the projects within the Community Services Department.

7. **SCOPE OF RESPONSIBILITIES:**

Responsible for the day-to-day management of the following EMAA programs and projects:

Community Services Block Grant (including Family Intake, Assessment, and Referral; Family Stabilization; Family Development; and Community Coordination and Resource Development), The Emergency Food Assistance Program, Emergency Food & Shelter Program, Structured Family Assistance, Mental Health, Mobile Unit, and other special crisis programs which may arise. These programs currently provide services to approximately 20,000 unduplicated individuals with a total aggregate annual funding of approximately \$2.7 million.

8. **SPECIFIC RESPONSIBILITIES:**

- A. Program performance: Responsible for helping achieve and execute programmatic goals that relate specifically to the Community Services Block Grant and the CARES Community Services Block Grant and occasionally help with other auxiliary programs underneath the Community Services department.

- B. Planning: Execute work plans created by or with the Community Services Program director, and be knowledgeable about funding sources, applications and proposals.
- C. Fiscal: Assist in preparing billings for monthly requests for reimbursements for programs the Assistant CS Program Director oversees directly . Work closely with the Community Services Program Director to monitor expenditures.
- D. Records and Reports: Ensure that adequate program and participant records are maintained and that requisite reports (internal and external) are submitted in a timely manner.
- E. Implementation of Agency and Funding Source Policies: Responsible for assisting in implementing agency policies (fiscal, personnel, etc.) within the program and for funding source compliance.
- F. Information: Stay informed with regard to project related, legislative and technical developments. Assist with dissemination of information to Community Services staff.
- G. Supervision and Personnel: Responsible for the selection, orientation, training, and evaluation of subordinates in coordination with the Community Services Program Director.
- H. Coordination and Integration: Establish and maintain working relationships among program staff and other agency personnel, government entities, relevant community agencies, public officials and funding sources.
- I. Public Information: Participate in public information programs to ensure public awareness of the Community Services program components.
- J. Program Evaluation: Assist with the oversight of ongoing monitoring and evaluation of program effectiveness including goal achievement and program impact, including the utilization of required reporting systems such as CSBG reports, Result Oriented Management and Accountability reports and CSBG Information System (CSBG-IS) reports .
- L. Perform additional related duties as assigned by the supervisor.

9. TRAINING, EXPERIENCE & SKILLS REQUIRED (QUALIFICATIONS)

- A. A Bachelor's Degree in Social Work, management or a related field; but up to four years program management experience may be substituted for all or part of the required education.
- B. At least five years experience in managing complex programs and/or delivering services to low-income people.

