

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: 3/9/2023 DEPARTMENT: Community Services

POSITION TITLE: CSR Floater PROGRAM: Community Services

POSITION SUMMARY: This position is responsible for all activities associated with the operation of the Community Services Offices in various counties. This position will float between offices as needed. These activities include, but are not limited to, the timely processing of client intake, associated referrals, applications, special projects and reporting thereof. This position will also serve as the primary agency contact for community networking and resource coordination, as well as for all other agency programs.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Cape Girardeau/Float

GRADE LEVEL / STEP: VII AMOUNT: \$14.34 - \$15

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursdays 7:30am - 5pm

QUALIFICATIONS: High School Diploma or GED, and four years experience in working with low-income programs, case management, or related fields, or 2 year college degree and 2 years of related experience. 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.

TARGET DATE FOR EMPLOYMENT: 4/3/2023

APPLICATION PERIOD DEADLINE: 3/17/2023

BENEFITS: Available upon completion of successful 90 day trial period. Medical after 60 days

SUPERVISOR'S NAME: Chris Massey

PERSON MAKING REQUEST: Chris Massey

Nicolle Hahn 3/9/2023
Program Director's Signature Date Approved Disapproved

Keri McCrory
Executive Director's Signature Date Approved 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.