

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: 10/29/2020 DEPARTMENT: Community Services

POSITION TITLE: Community Services Representative - Floater PROGRAM: Community Services

**POSITION SUMMARY:** This position is responsible for all activities associated with the operation of the Community Services Office in all 8 counties. 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 other agency programs.

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

LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VI Step 1 AMOUNT: \$12.72

CLASSIFICATION:  Full-time  Part-Time  Temporary  Emergency

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

**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: 11/23/2020

APPLICATION PERIOD DEADLINE: 11/12/2020

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

Nicolle Hahn 10/29/20 Approved Disapproved  
Program Director's Signature Date

Ken McCroskey 10/29/2020 Approved Disapproved  
Executive Director's Signature Date

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.