

**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:** 1/5/2021 **DEPARTMENT:** Community Services

**POSITION TITLE:** Community Services Representative - Floater/Skill-Up **PROGRAM:** Community Services

**POSITION SUMMARY:** This position will be responsible for working with Community Service clients who are on FNS and TANF through our Skill-Up Grant. Skill-Up works with clients who have food stamps to help them gain employment or education. The grant helps clients with uniforms, transportation to jobs and school, books, and other job and education related needs. The incumbent will be responsible for client intake and assesment, coaching, advertising the program in the areas we serve. The job will require travel at times to other counties and at times may be asked to serve as backup to agency CSR's.

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

**LOCATION:** St. Francois County

**GRADE LEVEL / STEP:** Grade VI Step 1 **AMOUNT:** Negotiable

**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:** 1/25/2021

**APPLICATION PERIOD DEADLINE:** 1/18/2021

**BENEFITS:**

**SUPERVISOR'S NAME:** Nicolle Hahn

**PERSON MAKING REQUEST:** Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>1/5/2021</u> Date	<u>Approved</u>	<u>Disapproved</u>
<u>Heri McClary</u> Executive Director's Signature	<u>1/5/2021</u> Date	<u>Approved</u>	<u>Disapproved</u>

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.