

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: 8/3/2021 **DEPARTMENT:** Community Services
POSITION TITLE: _____ **PROGRAM:** Community Services

Community Services Representative

POSITION SUMMARY: This position is responsible for all activities associated with the operation of the Community Services Office in Iron County and to assist the other county 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 other agency programs when covering one of the agencies 8 county offices.

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

GRADE LEVEL / STEP: Grade VI **AMOUNT:** \$14.34-\$16

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: 8/23/2021

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>8/3/21</u> Date	✓ Approved	Disapproved
<u>Ken McCrory</u> Executive Director's Signature	<u>8/3/2021</u> 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