

**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:** 3/16/2021 **DEPARTMENT:** Community Services

**POSITION TITLE:** Community Services Representative - Iron and 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 (company vehicle or mileage) 2 days a week and in Iron County 2 days a week. 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:** Iron/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:** 4/5/2021

**APPLICATION PERIOD DEADLINE:** 3/26/2021

**BENEFITS:**

**SUPERVISOR'S NAME:** Nicolle Hahn

**PERSON MAKING REQUEST:** Nicolle Hahn

Nicolle Hahn 3/16/21  Disapproved  
Program Director's Signature Date Approved

Keri McCrory 3/16/21  Disapproved  
Executive Director's Signature Date Approved

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