

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: 7/6/2021 **DEPARTMENT:** Community Services

POSITION TITLE: Community Service Representative - Uplift - Day Shift Weekends **PROGRAM:** Community Services

POSITION SUMMARY: This position is responsible for daily operations and activities associated with the operation of the Uplift Overnight Homeless Shelter in St. Francois County as well as providing additional support to the day to day Uplift Center operations. These activities include, but are not limited to; schedules, daily and overnight operations, cleaning the facility, providing supplies, meals and meal prep, and support the timely processing of client intake, associated referrals, applications, special projects and reporting thereof.

ADVERTISE TO: Public Agency Banked Both **STATUS:** Exempt Non-Exempt
LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII **AMOUNT:** \$12.72-\$14.39

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Saturday and Sunday 7am to 7:30pm

QUALIFICATIONS: High School Diploma or GED, and 4 years experience in working with low-income programs, case management, or related fields, or 2 year college degree and 2 years of related experience. Must have a valid MO Driver's License and Insurance. Good communication skills, excellent computer skills, self-motivated, work well under pressure, and able to handle multiple task simultaneously. Ability to lift over 50 pounds.

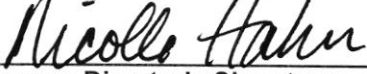

TARGET DATE FOR EMPLOYMENT: 7/19/2021

APPLICATION PERIOD DEADLINE: Until Filled

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

	<u>7/6/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Director's Signature	Date	Approved	Disapproved
	<u>7/6/2021</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive Director's Signature	Date	Approved	Disapproved

APPLY TO:
 East Missouri Action Agency, Inc.
 Human Resource Department
 P.O. Box 308, 403 Parkway Drive