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

POSITION TITLE: Community Services Representative - Uplift-Overnight Shift Weekdays **PROGRAM:** Community Services

POSITION SUMMARY: This position is responsible for all activitivies 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 wil also serve as the primary agency contact for community networking and resource coordination, as well as for other agency programs.

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

LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VI Step 1 **AMOUNT:** $12.72-$14.39

CLASSIFICATION: X Full-time ___ Part-Time ___ Temporary ___ Emergency

DAYS AND HOURS: Monday - Friday 11:30pm to 7:00am

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 multipule tasks simultaneously.

TARGET DATE FOR EMPLOYMENT: 3/22/2021

APPLICATION PERIOD DEADLINE: 3/14/2021

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

Nicolle Hahn	3/3/21	✓	
Program Director's Signature	**Date**	**Approved**	**Disapproved**
Keri McCreary	3/3/2021	✓	
Executive Director's Signature	**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

Interviews will be held with leading candidates by appointment.

EMAA is an equal opportunity/affirmative action employer.