

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: 5/27/2021 DEPARTMENT: Community Services

POSITION TITLE: Community Services Representative / Uplift Shelter Weekday Evenings PROGRAM: Community Services

POSITION SUMMARY: This position is responsible for evening activities associated with the operation of the Uplift Community Services Office 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, cleaning the facility, providing supplies, meals and meal prep, 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 the evening, overnight, and weekend operation of the Uplift Overnight Shelter.

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

GRADE LEVEL / STEP: Grade VII Step 1 AMOUNT: \$12.72-\$14.39

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday thru Friday 4:30pm to 12am

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. 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. Ability to lift over 50 pounds.

TARGET DATE FOR EMPLOYMENT: 6/21/2021

APPLICATION PERIOD DEADLINE: 6/14/2021

BENEFITS:

SUPERVISOR'S NAME: Jeremey Jones

PERSON MAKING REQUEST: Nicolle Hahn

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| <u>Nicolle Hahn</u> Program Director's Signature | <u>5/27/21</u> Date | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <u>Peri McCreary</u> Executive Director's Signature | <u>5/27/2021</u> Date | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

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