

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: 10/29/2020 **DEPARTMENT:** Community Services
POSITION TITLE: Community Services Representative-
Building Manager **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. 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: St. Francois County-Desloge

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: 11/23/2020

APPLICATION PERIOD DEADLINE: 11/12/2020

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

Nicolle Hahn 10/29/20
Program Director's Signature Date

Keri McCroskey 10/29/2020
Executive Director's Signature Date

<u>Approved</u>	<u>Disapproved</u>
✓ <u>Approved</u>	<u>Disapproved</u>

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.