

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: 4.18.2022 DEPARTMENT: Community Services
POSITION TITLE: EA Tech - LIHEAP PROGRAM: Community Services

POSITION SUMMARY: To determine client eligibility for the Low Income Energy Assistance Program and other energy assistance programs, which involve the referral of clients to other agency or community resources.

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

GRADE LEVEL / STEP: Grade V AMOUNT: \$14.34

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00

QUALIFICATIONS: High School Diploma or GED

- Two years of employment in one or more of the following types of work is preferred:
1. Technical or professional work in the fields of social service, social welfare, education, community organization, or related areas, or in business, personnel or public administration involving responsible public contacts.
 2. Responsible for clerical work involving frequent public contacts such as credit interviewer, complaint clerk, receptionist (other than routine routing of office traffic), or related work; responsible persuasive sales work (other than counter sales).
Clerical experience involving the technical aspects of application processing.

TARGET DATE FOR EMPLOYMENT: 5.9.2022

APPLICATION PERIOD DEADLINE: 4.27.2022

BENEFITS:

SUPERVISOR'S NAME: Allison Beard

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>4.18.22</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Ken McCrory</u> Executive Director's Signature	<u>4/18/2022</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
573-431-5191

Interviews will be held with leading candidates by appointment.