



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: 6/28/2021 DEPARTMENT: Community Services
 POSITION TITLE: EA Tech 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: \$11.57-\$13.75
 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: 7/15/2021
 APPLICATION PERIOD DEADLINE: Open Until Filled

BENEFITS:

SUPERVISOR'S NAME: Kristin Henson

PERSON MAKING REQUEST: Kristin Henson

| | | | |
|--------------------------------|------------------|-------------------------------------|--------------------------|
| <u>Nicole Hahn</u> | <u>6/28/21</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Program Director's Signature | Date | Approved | Disapproved |
| <u>Keri McCreary</u> | <u>6/28/2021</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
 Park Hills, MO 63601
 573-431-5191

Interviews will be held with leading candidates by appointment.