

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: 9/7/2021 DEPARTMENT: Community Services

POSITION TITLE: Energy Assistance Technician PROGRAM: LIHEAP

POSITION
SUMMARY:

To determine client eligibility for the Low Income Energy Assistance Program which involves the referral of clients to other agency or community resources.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Park Hills-Central Office

GRADE LEVEL / STEP: GRADE V AMOUNT: \$12.75

CLASSIFICATION: Full-time Part-Time Temporary Emergency

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

QUALIFICATIONS: Must have some knowledge of office procedures and practices, Ability to work rapidly, accurately and to work effectively with applications, recipients, the general public and other employees. Must have possession of high school diploma or a GED certificate.

TARGET DATE FOR EMPLOYMENT: 9-27-2021

APPLICATION PERIOD DEADLINE: Open until filled

BENEFITS: NA

SUPERVISOR'S NAME: Shanna Yount

PERSON MAKING REQUEST: Shanna Yount

Nicole Hahn 9/7/21 Disapproved
Program Director's Signature Date Approved

Keri McCrory 9/7/2021 Disapproved
Executive Director's Signature Date Approved

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.