

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: 3/4/2021 DEPARTMENT: Housing

POSITION TITLE: Housing Specialist I PROGRAM: Housing

POSITION SUMMARY:

The primary function of the Housing Specialist I is the daily flow of paperwork, computer work, and contact with clients and owners in the operation of the Section 8 Housing Choice Voucher Program.

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

LOCATION: Cape Girardeau

GRADE LEVEL / STEP: V.1 AMOUNT: Based on Experience

CLASSIFICATION: Full-time Part-Time Temporary Emergency

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

QUALIFICATIONS:

High school diploma or equivalent, knowledge of computer and possess good typing skills. Must possess good communication and public relations skills. Must have good organizational skills. Must have ability to work well with the public.

TARGET DATE FOR EMPLOYMENT: 3/29/2021

APPLICATION PERIOD DEADLINE: 3/15/2021

BENEFITS:

Health insurance, retirement, life insurance after successfully completing 90 day probationary period.

SUPERVISOR'S NAME: Anita Lewis

PERSON MAKING REQUEST: Rick Hull

Rick Hull for WCT
Program Director's Signature Date 3-4-21

Approved Disapproved

Keri McCree
Executive Director's Signature Date 3/4/2021

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.