

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: 4/5/2021 **DEPARTMENT:** Community Services
POSITION TITLE: Outreach Aide **PROGRAM:** Community Services

POSITION SUMMARY: The occupant of this position serves as assistant to the Community Services Representative and is expected to manage all Community Services Office functions in the absence of the same. These activities include, but are not limited to, the timely processing of client intake, associated referrals, applications, etc. The Outreach Aide must be a good communicator and must develop detailed knowledge of available community resources.

ADVERTISE TO: Public Agency Banked Both **STATUS:** Exempt Non-Exempt
LOCATION: Cape County

GRADE LEVEL / STEP: Grade IV **AMOUNT:** \$11.05

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday through Thursday 7:30am to 5pm

QUALIFICATIONS: High School Diploma or GED, or 1 year of 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: 4/26/2021

APPLICATION PERIOD DEADLINE: 4/15/2021

BENEFITS:

SUPERVISOR'S NAME: Sarah Johnson

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>4/5/21</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Keri McCroskey</u> Executive Director's Signature	<u>4/5/21</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.