

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: 5/14/2021 DEPARTMENT: Community Services

POSITION TITLE: Outreach Aide PROGRAM: Community Services

POSITION SUMMARY: The occupant of this position serves as the 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 process 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 Both STATUS: Exempt Non-Exempt
 Banked

LOCATION: St. Francois County - Uplift Center

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

CLASSIFICATION: Full-time Part-Time Temporary Emergency

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

QUALIFICATIONS: High School Diploma or GED, and four years experience in working with low-income programs, case management or related fields, or 2 years college degree and 2 years of related experience. Valid MO divers license and insurance. Good communication skills, self motivated, work well under pressure and able to handle multiple tasks simultaneously.

TARGET DATE FOR EMPLOYMENT: 6/1/2021

APPLICATION PERIOD DEADLINE: 5/21/2021

BENEFITS:

SUPERVISOR'S NAME: Shanna Yount

PERSON MAKING REQUEST: Shanna Yount

<u>Shanna Yount for Nicole Hahn</u>	<u>5/19/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Director's Signature	Date	Approved	Disapproved
<u>Dei McCrory</u>	<u>5/13/2021</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.