

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: 1/5/2021 DEPARTMENT: Community Services

POSITION TITLE: Community Services Representative -
Floater/Skill-Up PROGRAM: Community Services

POSITION SUMMARY: This position will be responsible for working with Community Service clients who are on FNS and TANF through our Skill-Up Grant. Skill-Up works with clients who have food stamps to help them gain employment or education. The grant helps clients with uniforms, transportation to jobs and school, books, and other job and education related needs. The incumbent will be responsible for client intake and assesment, coaching, advertising the program in the areas we serve. The job will require travel at times to other counties and at times may be asked to serve as backup to agency CSR's.

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

LOCATION: Cape County

GRADE LEVEL / STEP: Grade VI Step 1 AMOUNT: Negotiable

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday - Hours vary based on appointments and needs.

QUALIFICATIONS: High School Diploma or GED, and four years 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 multipule tasks simultaneously.

TARGET DATE FOR EMPLOYMENT: 1/25/2021

APPLICATION PERIOD DEADLINE: 1/18/2021

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>1/5/2021</u> Date	<u>Approved</u> Approved	<u>Disapproved</u> Disapproved
<u>Seri McBrayer</u> Executive Director's Signature	<u>1/5/2021</u> Date	<u>Approved</u> Approved	<u>Disapproved</u> 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.