

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: 4/4/2022 DEPARTMENT: Community Services  
POSITION TITLE: Uplift CSR Evenings/Overnights PROGRAM: Community Services

**POSITION SUMMARY:** This position is responsible for evening, overnight, and weekend activities associated with the operation of the Uplift Overnight Shelter in St. Francois County as well as providing additional support to the day to day Uplift Center operations. These activities include, but are not limited to, cleaning the facility, providing supplies, meals and meal prep, the timely processing of client intake, associated referrals, applications, special projects and reporting thereof. This position will also serve as the primary agency contact for the shift (evening, overnight, and weekend operation) of the Uplift Overnight Shelter.

ADVERTISE TO:  Public  Agency  Both **STATUS:**  Exempt  Non-Exempt  
 Banked   
LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII AMOUNT: \$14.50 to \$15.50

CLASSIFICATION:  Full-time  Part-Time  Temporary  Emergency

DAYS AND HOURS: Evening, Overnight and Weekend Hours- Shift varies based on need.

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 multiple tasks simultaneously.

TARGET DATE FOR EMPLOYMENT: 4/25/2022

APPLICATION PERIOD DEADLINE: 4/14/2022

BENEFITS:

SUPERVISOR'S NAME: Deborah Carter/Ken Curfman

PERSON MAKING REQUEST: Nicolle Hahn

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|---|-------------------------|---|---|
| <u>Nicolle Hahn</u><br>Program Director's Signature   | <u>4/4/22</u><br>Date   | <input checked="" type="checkbox"/><br>Approved | <input type="checkbox"/><br>Disapproved |
| <u>Keri McCrory</u><br>Executive Director's Signature | <u>4/4/2022</u><br>Date | <input checked="" type="checkbox"/><br>Approved | <input type="checkbox"/><br>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.