

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: 9/21/2021 DEPARTMENT: Community Services
POSITION TITLE: Uplift CSR PRN PROGRAM: Community Services

POSITION SUMMARY: This position is responsible for evening, overnight, and weekend activities associated with the operation of the Uplift Community Services Office 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 X
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: 10/1/2021

APPLICATION PERIOD DEADLINE: Until Filled

BENEFITS:

SUPERVISOR'S NAME: Emily Wisdom

PERSON MAKING REQUEST: Nicolle Hahn

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|  | <u>9/21/21</u> | <input checked="" type="checkbox"/> | |
| Program Director's Signature | Date | Approved | Disapproved |
|  | <u>9/21/2021</u> | <input checked="" 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.