

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: 3.2.2023 DEPARTMENT: Community Services
POSITION TITLE: Uplift CSR Weekday Evenings PROGRAM: Community Services

POSITION SUMMARY: This position is responsible for weekday evening activities associated with the operation of the Uplift Overnight Shelter in St. Francois County providing 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 Banked Both STATUS: Exempt Non-Exempt
LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII AMOUNT: \$14.50 to \$16

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday through Thursday 2:30pm to 12am

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: 3.27.2023

APPLICATION PERIOD DEADLINE: 3.15.2023

BENEFITS:

SUPERVISOR'S NAME: Deborah Carter

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>3/2/2023</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Debi McCreary</u> Executive Director's Signature	<u>3/2/2023</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.