

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: 3/23/2021 DEPARTMENT: Community Services
POSITION TITLE: Uplift Shelter Manager PROGRAM: Community Services

POSITION SUMMARY: This position is responsible for operations and activities associated with the operation of the Uplift Overnight Homeless 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; schedules, daily and overnight operation oversight, 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 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: \$15.46-\$16.62

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Friday 7:30 - 5:00

QUALIFICATIONS: College degree in social services and/or at least four years experience in working with low-income programs, case management or related fields. A two year degree or two years of college training may be substituted for two years of 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: 4/5/2021

APPLICATION PERIOD DEADLINE: 4/15/2021

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

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| <u>Nicolle Hahn</u> Program Director's Signature | <u>3/23/21</u> Date | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <u>Dei McHenry</u> Executive Director's Signature | <u>3/23/2021</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