

Big Sandy Area Community Action Program
is seeking qualified candidates for
Temporary Intake Workers
in Floyd, Johnson, Magoffin, Martin, and Pike counties
for the LIHEAP Program.

These seasonal positions will begin in October and are expected to continue for approximately 5 months.

Duties will include, but are not limited to: greeting clients and assisting in the registration and application process, intake of client information, answering telephones, scheduling appointments, and operating office equipment.

Must have high school diploma or equivalent education with computer and clerical skills and a valid driver's license.

The successful candidate must have the ability to communicate and provide services to a wide range of people. Candidates should be proficient in data entry and retrieval of client information.

Qualified applicants may submit application or resume to :

**Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Fax: (606) 789-3390**

Applications accepted until September 14, 2018.

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services.
An equal opportunity employer