

# **Big Sandy Area Community Action Program**

is seeking qualified candidates for a  
**Temporary Community Resource Representative**  
for our Allen office.

## **Responsibilities include:**

- Assisting customers with basic intake forms and applications, answering incoming calls, and scheduling appointments
- Assessing customer needs and developing plans to meet identified needs and barriers, completing any necessary documentation
- Maintaining ongoing records of customer plans/activities and monitoring progress toward self-sufficiency
- Staying up to date on changes in services and program requirements for community resources
- Identifying resources and making appropriate referrals ensuring coordination of services
- Acting as a liaison between community agencies and clients

## **Qualifications**

- Associates degree in business, human services, or related field is required
- Experience in delivering and managing services to a large client population and to the business community.
- Must possess outstanding interpersonal and community relations skills.
- Ability to adhere to written guidelines and procedures.
- Must have a valid driver's license and access to an automobile.

**Qualified applicants may submit resume to : Big Sandy Area Community Action Program,  
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.  
Closing date for applications is Wednesday, March 29, 2019 at 4:30 p.m.**

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.

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