

Big Sandy Area Community Action Program

is seeking qualified candidates for a
Community Resource Representative

for our Salyersville 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 March 29, 2019.**

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