

Big Sandy Area Community Action Program is looking for Resource & Referral Workers to join our team and provide important outreach services to our community.

Position Summary: Primarily responsible for increasing outreach efforts and expanding services to the Big Sandy region. This position would begin as a telecommuting position, but will transition to working on site.

Job duties and details:

- Providing advocacy services for clients by contacting internal/external resources and facilitating service provision.
- Recruiting individuals for program participation, workshops, community meetings, and surveys.
- Researching services and basic eligibility guidelines for local community partners and updating/maintaining a resource guide of available social service agencies and other assistance providers in the target area for use in referring customers for needed services.
- Assisting clients in the development of problem-solving skills through individual counseling and group workshops.
- Completing participant records to include eligibility documents, assessment forms, information and referral logs, surveys, and other records as assigned.
- Utilizing various methods of technology to provide clients services and communication.

Qualifications:

- Associate's degree in Business, Human Services, or related field preferred
- Experience in recruitment for non-profit or social services.
- Sensitivity to the needs of low-income families
- Ability to analyze data and generate reports
- Ability to manage multiple projects while meeting deadlines
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

Minimum Telecommuting Requirement:

- A Windows 10 computer or laptop with automatic updates enabled and anti-virus software
- Internet Access
 - Minimum upload speed of 3Mbps/Minimum download speed of 10 Mbps

Starting Salary

\$10.50 per hour

Benefits

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resume or application to:
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.
Closing date for applications is July 24, 2020**

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. This position is funded by the CARES Act.

