Big Sandy Area Community Action Program is looking for Senior Outreach Liaisons to join our team and provide important services to our aging community.

**Position Summary:** Primarily responsible for contacting and providing outreach services to our local senior population. This position would begin as a telecommuting position, but will transition to working on site.

**Job duties and details:**
- Contacting participants on a recurring basis to establish rapport and match client need with available services.
- Providing advocacy services for clients by contacting internal/external resources and facilitating service provision.
- Contacting community partners to research services and basic eligibility guidelines, and networking with appropriate community organizations.
- Recruiting individuals for program participation, workshops, community meetings, and surveys.
- 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.
- Following established protocols in cases of inability to contact participants.

**Qualifications:**
- Associate’s degree in Human Services, or related field preferred
- Experience in services for the aging population
- 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 August 28, 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.