

JOB OPENING

County Service Aide

Northwest Tennessee Economic Development Council is now accepting applications for the position of **County Service Aide-Carroll County (CSBG)**. This position will be based out of the Carroll County Service Center located at 13355 Paris Street, Huntingdon, TN 38344. **Continuation of this position is contingent on funding within the CSBG Program.*

Essential Job Duties:

- Maintain responsibility and accountability for daily program activities in compliance with agency policy, current contract and program guidelines.
- Sustain daily and program activity requirements for CSBG (Linkages, Emergency, and Nutrition) and LIHEAP, TEFAP, with minimum supervision in absence of the County Manager.
- Determine eligibility of applicants, provide case management and perform follow-up assessments and progress evaluations based on Results Oriented Management and Accountability (ROMA).
- Complete applications for program services in compliance with agency Policy and Procedures.
- Utilize Agency Customer Information System technology including accurate data entry and review of customer information in the CSBG TNCIS database.
- Maintain accurate records for each person who requests assistance along with required documentation.
- Provide essential travel for customers in compliance with contract (when funding is available).
- Prepare and submit required reports as requested by supervisor in a timely manner.

Qualifications:

- High School diploma or GED required.
- Prefer work experience in community programs.
- Computer/Data entry skills, required.
- Candidate must be able to communicate effectively with low-income citizens.
- Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

Salary: \$9.00 per hour
Full Time/Excellent benefits
12 months/76 hours bi-weekly * (contingent on funding)

Applications may be downloaded from the Careers page of the website www.nwcommunityaction.org or may be picked up locally at Carroll County Service Center, 13355 Paris Street, Huntingdon TN 38344

Or, you may call (731)364-4825 to have an application mailed, faxed, or emailed to you for your convenience.

*****Applications must be submitted to:***
Northwest TN EDC Central Office
231 South Wilson Street
Dresden, TN 38225
Attn: Human Resource Department
Reference: Carroll County Service Aide

For your convenience, you can email to: applications12579@nwtnicap.org.
Applications MUST be signed. Faxed applications are not accepted.

**** Applications for this specific position will be accepted until Friday, October 4, 2019 at 2:30 p.m.**

We are an equal opportunity employer! "Helping People! Changing Lives!"