

JOB VACANCY

CARROLL 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. **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: \$9.55 per hour • Full Time w/ 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 Dresden Central Office
231 South Wilson Street, Dresden, TN 38225***

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 S Wilson St., Dresden, TN 38225

Attn: Human Resource Department

Reference: Carroll County Service Aide

For your convenience, you can email to:

applications12579@nwtncap.org.

Applications must be signed. Faxed applications are not accepted.

*****Applications for this specific position will be accepted until
Friday, October 1, 2021 at 12 p.m.***

We Are an Equal Opportunity Employer!

"Helping People! Changing Lives!"