



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Energy Assistance Aide	Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren Counties	Community Services

Closes: Open Until Filled

Full and part-time temporary positions in Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren Counties that will include a flexible work schedule (up to 40 hours per week for up to 8 weeks). Will assist the County Coordinator in receiving LIHEAP applications. Duties include interviewing, completing applications, verifying applicant information, record keeping and related duties.

Qualifications:

Minimum qualification for this position is a high school diploma (or GED). Excellent oral communication, handwriting, computer skills, computation skills, and familiarity with community resources is highly desirable. **Foreign language skills (i.e., Spanish, Bosnian) a plus.**

Salary:

Salary for this position will be \$8.50 per hour.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue, PO Box 90014, Bowling Green KY 42102

200 East Fourth Street, Bowling Green, KY 42101

171 Center Street, Bowling Green, KY 42101

E-mail: aroy@casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 9/1/2010