



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Energy Assistance Aide	Monroe County	Community Services

Closes: Open Until Filled

Temporary position in Monroe County 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 \$8.00 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

200 North Main, Suite H, Tompkinsville, KY 42167

E-mail: aroy@casoky.org

Funding Source:

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 of the U.S. Department of Health and Human Services.

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

EOE

M/F/D/V

Posted: 08/26/2011