



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Program Aide	Multiple Counties	Community Services

Closes: Open Until Filled Temporary positions in Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren counties that will include a flexible work schedule (up to 25 hours per week). Will assist the County Coordinator in receiving and processing LIHEAP applications. Duties for this position include greeting clients, answering telephones, operating office equipment, assisting in the application process, data verification, 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. Must be able to pass a back ground check and have a valid driver's license.

Salary: Salary for this position will be \$10.00 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:

921 Beauty Avenue
Bowling Green, KY 42101

Please see <http://casoky.org/> for additional sites near you.

E-mail: resume@casoky.org

www.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.