

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** CSBG Program Participation Specialist

**LOCATION:** Malvern Operations Office

**HOURS:** 8:00am - 4:30pm

**FULL-TIME:** X

**PART-TIME:**

**APPLICATION DEADLINE:** Until Filled

**DATE POSITION TO BE FILLED:** As Soon As Possible

**SALARY:** \$ 12.12

**JOB DUTIES:**

Recruit and engage individuals and/or families in goal setting process assisting in short/long term goals and realization of self sufficiency.

Serve as liaison to develop, create and maintain community and agency resource guide of services for referrals ensuring family awareness of other services available.

Plan, develop, coordinate, implement, plan and report community outreach meetings, workshops, parent involvement, surveys and public relations efforts mapping community activities and goals related to agency service areas.

Assist and/or administer the coordination of other agency program services provided to eligible participant's service areas.

Use agency and/or program required forms and software to document all contacts, documenting goals and accomplishments of families, recipients and groups. Prepare weekly & monthly reports covering program and case management activities.

Conduct face – to –face visits (Home/Office, Workplace/Education or Training Site) with families.

May serve as the site manager/assistant site manager, responsible for facility and equipment, site inspections, maintenance repair and associated reporting in the daily operation of worksite.

Other duties as assigned

**EDUCATION REQUIREMENTS:** Associate's degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience. CDI graduate and/or Family Development Credential preferred.

**EXPERIENCE NEEDED:** Must have good computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs. Experience working with low income individuals and families in a goal-setting process a plus.

**DATE OF NOTICE:** 04/13/18

**Remove after:** 04/23/18

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121