

FULL TIME INTAKE ASSISTANT

MARION COUNTY SERVICE CENTER

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a **full-time** Intake Assistant at the Marion County Service Center in Hannibal, MO. Regular work hours will be five days a week from 8:00-5:00. This position will work predominantly in the Marion County Service Center but may work in other county offices to supplement the workforce when required. The position will work under the direction of the NECAC County Services Coordinator and involve contact with the public, visitors and clients, answer questions, coordinate referrals, utilize computer technology, complete paperwork and route/assist individuals/families as appropriate.

Candidates must possess a high school diploma or GED, along with excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. Marion county resident with social service education and/or experience preferred. This part-time position has a starting wage of \$12.00 an hour, and would be eligible for the agency provided 401(k) retirement plan. Excellent agency paid benefits including Health, Dental, Vision, and Life Insurance are also included in this position. A valid driver license and a reliable and insured vehicle are required.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to ccox@necac.org, or FAX to 573-324-3960. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V