

INTAKE ASSISTANT (SOCIAL SERVICES)

An opening exists for 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. 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. This position has a starting wage of \$12.00 an hour, and would be eligible for the excellent NECAC health and retirement benefits package. A valid driver license and a reliable and insured vehicle are required.

Please mail resume and cover letter to: NECAC-Personnel Officer, P.O. Box 470, Bowling Green, MO 63334 OR e-mail to ccox@necac.org OR fax to 573-324-3960.
EOE/MFDV

DDP/cc