

FAMILY SELF SUFFICIENCY COORDINATOR

TROY, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks full-time Family Self Sufficiency (FSS) Coordinator for the Section 8 program working at our Lincoln County Service Center. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. This position will work predominantly in the counties of Pike and Lincoln but may work in other county offices to supplement the workforce when required. The position will work under the direction of the Section 8 Housing Director and involve contact with the public, visitors and clients. The successful candidate must be a well-organized self-starter with knowledge and experience in counseling services and identifying educational and employment needs. The primary focus of this position is to enable motivated individuals to acquire those skills necessary for meaningful employment and household self-sufficiency.

Candidates with a Degree in Social Services preferred, a High School Diploma or equivalent required. Experience of 2-4 years in Social Services setting also preferred. Candidates must possess excellent people skills, hands-on computer experience and a working knowledge of Excel and Word software programs. This full-time position has a starting wage of \$10-\$12 an hour, and an excellent benefit package that includes agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. 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 dpage@necac.org, or FAX to 573-324-3960. You may also obtain an application at any NECAC Service Center. Please ensure an email address is included for future communications. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V