

# JOB POSTING

## County Service Aide

Northwest Tennessee Economic Development Council is now accepting applications for the position of **County Service Aide-Weakley County (CSBG)**. This position will be based out of the Weakley County Service Center located at 231 South Wilson Street, Dresden, TN with some travel to Lake and Obion Counties as needed. *\*Continuation of this position is contingent on funding within the CSBG Program.*

*\*Essential Job Duties:* Maintain responsibility and accountability for daily program activities in compliance with agency policy, current contract and program guidelines; sustain daily and program activity requirements for CSBG (Linkages, Emergency, and Nutrition) and LIHEAP, TEFAP, with minimum supervision in absence of the County Manager; determine eligibility of applicants, provide case management and perform follow-up assessments and progress evaluations based on Results Oriented Management and Accountability (ROMA); complete applications for program services in compliance with agency Policy and Procedures; utilize Agency Customer Information System technology including accurate data entry and review of customer information in the CSBG TNCIS database; maintain accurate records for each person who requests assistance along with required documentation; provide essential travel for customers in compliance with contract (when funding is available); prepare and submit required reports as requested by supervisor in a timely manner.

*\*Qualifications:* High School diploma or GED required. Prefer work experience in community programs. Computer/Data entry skills, required. Candidate must be able to communicate effectively with low-income citizens. Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

**Salary: \$9.00 per hour Full Time/Excellent Benefits  
12 months/76 hours bi-weekly \* (contingent on funding)**

*Applications may be downloaded from the Careers page of the website [www.nwcommunityaction.org](http://www.nwcommunityaction.org) or may be picked up locally at Dresden Central Office, 231 South Wilson Street, Dresden, TN 38225 Or, you may call (731) 364-4825 to have an application mailed, faxed, or emailed to you for your convenience.*

**\*\*Applications must be submitted to:  
Northwest TN EDC Central Office, 231 South Wilson St., Dresden, TN 38225  
Attn: Human Resource Department  
Reference: Weakley County Service Aide**

**For your convenience, you can email to: [applications12579@nwtncap.org](mailto:applications12579@nwtncap.org).  
Applications must be signed. Faxed applications are not accepted.**

**\*\*Applications for this specific position will be accepted until  
Friday, July 17, 2020 at 2:30 p.m.**

*We Are an Equal Opportunity Employer!  
"Helping People! Changing Lives!"*