



COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.

POSITION	LOCATION	PROGRAM
Lead Job Development Specialist	Warren	Community Services

Closes: Open Until Filled Full-time position based in Warren County providing employment education and job development services to Refugee participants. This position shall be responsible for supervision of staff, program planning, record keeping, recruiting program participants, direct services, training, and case management. Some evening hours and flexibility in schedule required.

Qualifications: Minimum qualification for this position is a high school diploma or GED. A Bachelor's Degree, bilingual skills and supervisory skills preferred. Requires two years of job- related experience working with individuals and families', presenting and/or facilitating employment trainings, case management experience, and/or recruiting individuals for employment programs, or a combination of education and experience will be considered. A valid Kentucky driver's license, knowledge of community resources, and demonstrated strong interpersonal, oral, and written communication skills required.

Salary: Salary will be based on education and experience, and position includes an excellent benefit package.

Application Process: For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue, PO Box 90014, Bowling Green, KY 42102

200 E. Fourth Street, Bowling Green, KY 42101

171 Center Street, Bowling Green, KY 42101

E-mail: aroy@casoky.org
www.casoky.org

Funding Source: **Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR).**

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE **M/F/D/V** **Posted: 1/12/12**