

County Service Aide

Northwest Tennessee Economic Development Council is now accepting applications for the position of **County Service Aide-Dyer County (CSBG)**. This position will be based out of the Dyer County Service Center located at 1400 Hornbrook Street, Dyersburg, TN 38024. **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: \$9.84per 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
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 Street
Dresden, TN 38225
Attn: Human Resource Department
Reference: Dyer County Service Aide

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

****Applications for this specific position will be accepted until
Wednesday, September 27, 2023 @ 2:30 p.m.**

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