

EMPLOYMENT OPPORTUNITY

Position:	COMMUNITY SERVICE SPECIALIST
Department:	Outreach/Emergency Services
Reports to:	Project Coordinator
Job Summary:	Under general supervision and in accordance with funding source regulations and agency/program guidelines responsibilities include: conduct customer assessment, intake and eligibility determination for emergency services (i.e. food, clothing, rent/mortgage assistance, vision/dental assistance and other household items) and utility assistance (i.e. Home Energy Assistance program [HEAP] – Winter and Summer Crisis Programs and PIPP); assist with special/seasonal food baskets; provide referrals to customer on other related agency and community services; enter customer information in computer files; type and/or prepare correspondences as required; collect data and prepare program reports; attend and assist with community group meetings (i.e. tenant councils, neighborhood block clubs, etc.); perform other related duties as assigned.
Requirements:	Completion of an Associate Degree in social services, social work, community services technology or related field; and at least one (1) year work experience in human/social services (i.e. client assessment, intake, eligibility determination, community resources leveraging, neighborhood outreach, etc.); Computer aptitude (Microsoft Applications) State of Ohio Driver's License and transportation; fingerprint and background checks conducted; Summit County residency required within 12 months of hire.
Pay Rate:	\$13.25 Per Hour (Pay Level 7, Hire Rate)
Benefits:	403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits; as applicable to work classification
Classification:	Temporary, Full Time
FLSA Status:	Non-Exempt
POSTING DATES	08/15/2017 – Continuous until filled
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 Or , E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org ;

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