



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Energy Assistance Aide	Multiple Counties	Community Services

Closes: Open Until Filled

Temporary positions in Barren and Logan counties that will include a flexible work schedule (up to 25 hours per week for up to 8 weeks). Will assist the County Coordinator in receiving LIHEAP applications. Duties include interviewing, completing applications, verifying applicant information, record keeping and related duties.

Qualifications:

Minimum qualification for this position is a high school diploma (or GED). Excellent oral communication, handwriting, computer skills, computation skills, and familiarity with community resources is highly desirable.

Salary:

Salary for this position will be \$8.50 per hour.

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
Bowling Green, KY 42101

Please see <http://casoky.org/locations> for additional sites near you.

E-mail: resume@casoky.org

www.casoky.org

Funding Source:

This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services.

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