

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Family / Community Enrichment Specialist
LOCATION: Hempstead County Service Area / Hope CSBG
HOURS: 8:00am - 4:30pm – FULL-TIME
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 16.29

JOB DUTIES:

- Recruit and engage individuals and/or families in goal setting process assisting in short/long term goals and realization of self sufficiency.
- Serve as liaison to develop, create and maintain community and agency resource guide of services for referrals ensuring family awareness of other services available.
- Plan, develop, coordinate, implement, plan and report community outreach meetings, workshops, parent involvement, surveys and public relations efforts mapping community activities and goals related to agency service areas.
- Assist and/or administer the coordination of other agency program services provided to eligible participant's service areas.
- Use agency and/or program required forms and software to document all contacts, documenting goals and accomplishments of families, recipients and groups. Prepare weekly & monthly reports covering program and case management activities.
- Conduct face – to –face visits (Home/Office, Workplace/Education or Training Site) with families.
- May serve as the site manager/assistant site manager, responsible for facility and equipment, site inspections, maintenance repair and associated reporting in the daily operation of worksite.
- Other duties as assigned

EDUCATION REQUIREMENTS: Associate's degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience. CDI graduate and/or Family Development Credential preferred.

EXPERIENCE NEEDED: Must have good computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs. Experience working with low income individuals and families in a goal-setting process a plus.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121