

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Program Participation Specialist

LOCATION: Lonoke Office

HOURS: 8:00am - 4:30pm

FULL-TIME: X

PART-TIME:

VACANCY NOTICE: 05/15/19

APPLICATION DEADLINE: Open Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 12.74

JOB DUTIES:

Assist Participation staff 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.

Assist Participation staff 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.

Review and monitor agency and/or program required forms and software to document all contacts, documenting goals and accomplishments of families, recipients and groups for accuracy. Prepare weekly & monthly reports covering program and case management activities.

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.

Supervise and provide training to Participation staff and conduct development programs has necessary.

Other duties as assigned

EDUCATION REQUIREMENTS: Bachelor's degree or equivalent or three to eight years of 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. Experience working with low income individuals and families in a goal-setting process a plus.

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.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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