Notice of Vacancy
Posted until filled.

Wateree Community Actions, Inc.

Community Outreacher
Job Announcement

Wateree Community Actions, Inc. (WCAI) is seeking a full-time Community Outreacher to join the Community Services team in the Columbia, SC office. WCAI is a private, non-profit 501 (c) (3) corporation that has been providing high quality, comprehensive Head Start and/or Community Action services within Clarendon, Lee, Kershaw, Richland, and Sumter counties for nearly 50 years.

The Position

As a Community Outreacher, you will conduct eligibility screening for low-income individuals to determine program eligibility.

This position is responsible for:

- Interviewing and assessing applicants for program eligibility based on criteria set forth from the funding source.
- The completion all proper documentation as outlined by the funding sources to be included in the client's file, as well as accurately documenting the information into the DBA FACSPro System.
- Implementing the programmatic guidelines and ensuring adherence to the grant agreement. ➢ Providing case management as required.

Qualifications

The ideal candidate will be compassionate, detail-oriented and tech savvy. The successful candidate will:

- Have a Bachelor's Degree in a Human Services field (preferred)
- Have at least two years college education and/or two years direct experience (required)

The successful candidate will also:

- Have the ability to extract, understand and apply information.
- Have the ability to relate, work and communicate with individuals from varying socio-economic backgrounds.
- Possess excellent communication skills, particularly listening, and writing skills.
- Have sensitivity to cultural and socioeconomic characteristics of the population served.
- Possess strong organizational skills with ability to meet a demanding workload.
- Be detail oriented to complete requirements of files and contract compliance.
- Have experience with computers and knowledge of Microsoft Office.
  Be willing to travel within the 5 county service area occasionally.
- Have a valid driver's license and reliable transportation.
- Physical Demands:
  Lift up to 10 lbs. occasionally.

Compensation

$13.09/hr 37.5 hour work week

Benefits include affordable medical, dental and vision insurance coverage, 100% company-paid life insurance, 403b with a company match, paid time off and paid holidays are provided.

How To Apply:

Applicants interested in this position must submit an application packet via one of the methods included below:

Mail: **Wateree Community Actions, Inc.**
P.O. Box 8328
Columbia, SC 29202

Email: **dreddish@wcai.org**

Fax: **(803) 807-9809**

Wateree Community Actions, Inc. does not tolerate discrimination based on race, color, religion, disability, age, sex, veteran status, genetic information, national origin or any other protected category. "An Equal Opportunity Employer" ***Job Announcement***

Community Outreacher

Rev 05/25/2016