



## Community Outreach Job Announcement

Wateree Community Actions, Inc. (WCAI) is seeking a full-time Community Outreach 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 Outreach, 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**

Competitive wage and benefits including 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](mailto: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"*