

# JOB VACANCY

## COUNTY SERVICE MANAGER – HENRY COUNTY

Northwest Tennessee Economic Development Council is now accepting applications for the position of County Services Manager for the Community Services Block Grant Program (CSBG). The individual selected for the position will serve the **Henry County area and will be centrally located in Paris, TN.**

**\*Essential Job Duties:** Maintain responsibility and accountability for county service center activities in compliance with agency policy, current contract and program guidelines; sustain daily and program activity requirements for CSBG (Linkages, Emergency, and Nutrition) and LIHEAP, TEFAP, responsible for supervision of County Service Aide and Senior Aides; determine eligibility of applicants, provide case management and perform follow-up assessments and progress evaluations based on Results Oriented Management and Accountability (ROMA); complete applications for program services in compliance with agency Policy and Procedures; utilize Agency Customer Information System technology including accurate data entry and review of customer information in the CSBG TNCIS database; maintain accurate records for each person who requests assistance along with required documentation; provide essential travel for customers in compliance with contract (when funding is available); prepare and submit required reports as requested by supervisor in a timely manner.

**\*Qualifications:** High School diploma or GED required. Prefer work experience in community programs. Computer/Data entry skills, required. Candidate must be able to communicate effectively with low-income citizens. Candidate must possess a valid Tennessee Driver license and liability insurance coverage.

**Salary range: \$10.26 - \$12.00 per hour  
(commensurate with education/experience)**

**76 hours Biweekly Position • Excellent Benefits Package**

***Applications may be downloaded from the Careers page of the website [www.nwcommunityaction.org](http://www.nwcommunityaction.org)***

***Or, you may call (731) 364-4825 to have an application mailed, faxed, or emailed to you for your convenience.***

***\*\* Applications must be submitted to:***

***Northwest TN EDC Central Office, 231 S Wilson St., Dresden, TN 38225***

***Attn: Human Resource Department***

***Reference: County Service Manager – Henry County***

***For your convenience, you can email to:***

***applications12579@nwtncap.org. Applications must be signed.***

***Faxed applications are not accepted.***

**\*\*Applications for this specific position will be accepted until Friday, September 3, 2021 at 12 noon**

**We Are an Equal Opportunity Employer!**

***“Helping People! Changing Lives!”***