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QUALITY OFFICE SPACE FOR LEASE — From 430 Sq. Ft. to 3,000 Sq. Ft. Highway 79 Highland Mall, across from the post office. Call 731-352-2189. A5404/44-TF

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HOUSES AND APART-MENTS: MCKENZIE AREA. www.mckenziehomefinders.com 731-352-2255. A1219/44-TF

FOR RENT: MOBILE HOME, 2, 3 or 4 bedroom in Atwood Acres Mobile Home Park. 731-662-7402 or 731-707-2555. A1019/44-TF

FOR RENT: PRIME OF-FICE SPACE on Highland Drive next to Best Western Hotel in McKenzie. Call Steve Chadwick, Owner/ Agent 731-415-8740 or 731-641-0392. A7158/52-TF

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Resident Manager will provide direct-care supervision and assistance to residents in group home for adults with mental illness in Puryear, TN. Will oversee daily living/support needs; transport clients as necessary; ensure state licensure requirements are met. Other duties include: cleaning, cooking, medication audit, and medication monitoring. Experience in a group home and/or Mental Health setting is preferred.

Pay is \$11.00/hr. BHI is looking for an individual to start part-time and work towards becoming full-time in the near future. Full-time employment includes health, dental, vision and retirement benefits.

All applicants must be energetic, caring, and possess the ability to relate well with others and maintain a good rapport with residents and staff. A High School diploma or GED along with a valid DL and clean MVR are required.

Please send letters of interest to: Behavioral Health Initiatives ATTN: Holly Wheeler, 15 Executive Dr., Jackson, TN 38305 Or email: Holly.wheeler@bhitn.org

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JOB VACANCY

WEAKLEY COUNTY SERVICE AIDE

Northwest Tennessee Economic Development Council is now accepting applications for the position of **County Service Aide-Weakley County (CSBG)**. This position will be based out of the Weakley County Service Center located at 231 South Wilson Street, Dresden, TN. *Continuation of this position is contingent on funding within the CSBG Program.

*Essential Job Duties: Maintain responsibility and accountability for daily program 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, with minimum supervision in absence of the County Manager; 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: \$9.55 per hour • Full Time w/ Excellent Benefits 12 months/76 hours bi-weekly * (contingent on funding)

Applications may be downloaded from the Careers page of the website www.nwcommunityaction.org
Or may be picked up locally at Dresden Central Office
231 South Wilson Street Dresden, TN 38225
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: Weakley County Service Aide

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, October 1, 2021 at 12 p.m.

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A4070/38-1

JOB VACANCY

CARROLL COUNTY SERVICE AIDE

Northwest Tennessee Economic Development Council is now accepting applications for the position of **County Service Aide-Carroll County (CSBG)**. This position will be based out of the Carroll County Service Center located at 13355 Paris Street, Huntingdon, TN. *Continuation of this position is contingent on funding within the CSBG Program.

*Essential Job Duties: Maintain responsibility and accountability for daily program 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, with minimum supervision in absence of the County Manager; 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: \$9.55 per hour • Full Time w/ Excellent Benefits 12 months/76 hours bi-weekly * (contingent on funding)

Applications may be downloaded from the Careers page of the website www.nwcommunityaction.org
Or may be picked up locally at Dresden Central Office
231 South Wilson Street, Dresden, TN 38225
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: Carroll County Service Aide

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, October 1, 2021 at 12 p.m.

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