Job Posting

To: In-House Staff, Area Media

From: Jessica Stroh, Community Services Director

Date: August 12, 2019

Re: COMMUNITY SERVICES MANGER POSITION OPENING

Hocking Athens Perry Community Action (HAPCAP) is excited to announce that it has two Community Services Manager positions opening. Each position will work as a community resource navigator for clients, staff and community partners and will play a critical role in implementing HAPCAP’s mission to mobilize resources to empower individuals and communities through advocacy and quality services that promote self-sufficiency and improved quality of life.

Responsibilities of these positions include managing agency internal and external referral systems, working with community organizations, conducting one on one case management, eligibility and intake as needed and implementing special projects. We are looking for team-orientated individuals interested in making a difference in the lives of others and the community.

The annual salary for these position starts at $34,000 and includes a full fringe benefits package. Both positions are full time and may be based out of one of our service centers in Hocking, Athens or Perry Counties. All applicants must be highly organized, be able to work individually and as a team, possess excellent communication skills, and enjoy working with people. A college degree and experience in program administration and social work is preferred but relevant work experience, education or training may be sufficient. Applicants must also have a valid driver’s license, reliable transportation and be willing to complete various training including Community Health Worker Training.

HAPCAP is an Equal Opportunity Employer. For full consideration, please submit a resume, cover letter, and three references by August 26th at 4:00 to:

Jessica Stroh

Hocking Athens Perry Community Action

3 Cardaras Drive/ P.O. Box 220

Glouster, OH 45732

[Jessica.stroh@hapcap.org](mailto:Jessica.stroh@hapcap.org)