

Memo

To: Program Directors
From: Sarah Childress
Date: March 4, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: NSC County Coordinator

Location: Jefferson County

Program: CSBG/LIHEAP

Position Summary: Manages the Neighborhood Service Center in Jefferson County.

Duties and Responsibilities:

- Supervises the NSC staff in the following administrative matters: executing Agency Personnel Policies and Operating Procedures, approving leave, requisitioning supplies and equipment, keeping up-to-date records, and approving all reports to be forwarded to the NSC main office.
- Assigns priorities to and assist NSC staff as required in planning, carrying out and improving their job assignments.
- Works with administrative staff in program planning, training and employee and project evaluation.
- Maintains a roster of service agencies and organizations in Jefferson County and is knowledgeable of the services provided. Works with community groups, agencies and individuals to accomplish the goals of the NSC.
- Coordinates with local county officials, keeping them informed of the problems, progress and programs of DCEA.
- Provides services to low-income residents, processes applications, works with all people in a professional manner.

- Distributes news releases in service area with approval of NSC Main Office.
- Coordinates and administers programs to provide services within the respective county.
- Assists LIHEAP main office with the monitoring of LIHEAP files for accuracy.
- Maintains the security and safety measures of the specific NSC.
- Maintains inventory and record keeping of all USDA Commodity foods.
- Plans for and manages periodic USDA Commodity food distributions.
- Organizes volunteers for specific projects when necessary.
- Transports DCEA Board of Director members to and from board meeting when necessary.
- Picks up and posts the NSC mail.

Education:

- Associates required; Bachelors preferred.

Experience and Skills Requirements:

- A resident of Jefferson County with extensive knowledge of resources and geography of county is preferred.
- Experience in supervision desirable, knowledge of interviewing and record keeping.
- Experience in provision of Case Management services.
- Ability to deal tactfully with the public, clients and co-workers, and to exercise good judgement in evaluating situations and making decisions.
- Computer proficiency in word processing, spreadsheet and data entry and use of databases necessary.

Hours and Benefits: Full-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: NSC County Coordinator, P.O. Box 1218, Morristown, TN 37816. EOE.

