

Bolivar Community Action Agency, Inc is seeking to hire on a temporary 12-month period the following positions:

2 full-time and 1 part-time Case Manager Positions

Primary job duties include:

- Assist in the intake of clients
- Participate in inter-agency meetings as needed
- Manage client documentation and complete reviews and follow-up as needed
- Other duties as assigned

Qualifications

- Minimum of High school diploma/GED required.
- Effective verbal and written communication skills
- Familiarity with Microsoft Office; and the ability to learn multiple computer systems
- 2 years' experience in a customer service-related job preferred.

Please submit cover letter and resume to capdir@bolivarcaa.org or by mail at:

Bolivar County Community Action Agency, Inc.

Attn: Lavern Franklin, HR Director

810 E. Sunflower Road, Suite 120

Cleveland, MS 38732

The deadline for all applications is Thursday, July 16th at 5:00.