



Helping People. Changing Lives.
Bolivar County Community Action Agency, Inc.

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Elnora Littleton, Executive Director
Head Start/ Early Head Start Director

TO: ALL

FROM: Regina Spivey, PhD
Human Resources Director/Trainer

RE: JOB VACANCIES

DATE: January 18, 2023

Bolivar County Community Action Agency, Inc. has the following job opening:

ESG-CV LEAD CASE WORKER (1) *(Temporary Position Ends May 2023)*
Rapid Re-Housing *(must be willing to travel countywide).*

This position implements the activities of the ESG-CV Program in accordance with the HUD and ESG-CV guidelines (working with the homeless).

The primary source is to implement case management and to help clients obtain housing and become self-sufficient. Case Management, Data Entry, Records Management, Community Outreach and Exceptional Customer Service are key components of this position. *Must be willing to travel to Bolivar, Sunflower, Coahoma, Leflore, and Washington Counties.*

- AA Degree in Social Work or a related field required.
- One (1) years' experience in Case Management required.

BUS DRIVERS PART-TIME (3) - Cleveland/Mound Bayou/Rosedale

Transport children to and from the center while following safety and DOT driving regulations. Maintains discipline on the bus, inspects and reports maintenance needs.

- High School Diploma Preferred.
- Commercial Driver's License with *P & S Endorsements Required.*
- One (1) year experience driving a bus Required.
- Complete or possess an up-to-date Bus Driver Training Certificate.

CUSTODIAN PART-TIME (1) - Shaw

Cleans and sanitizes restroom and all other areas that need sanitizing daily. Empties and cleans trash cans and disposes of waste daily. Light maintenance. The ability to do minor carpentry; must be able to clean, wax and buff floors, light electrical; and concrete work.

- High School Diploma.
- The ability to read and write.
- Two years' experience performing janitorial work.

Must be able to pass a criminal background check, physical, drug screen, and COVID-19 Vaccinated.

HOW TO APPLY

Please submit a cover letter of interest, resume and three (3) professional references via email to: hr@bolivarcaa.org. *The deadline to apply is January 25, 2023.*

BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.