



**Bolivar County Community Action Agency, Inc.**  
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Cleveland, MS 38732  
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Head Start/ Early Head Start Director  
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**RE: JOB OPENINGS**  
**DATE: December 27, 2023**

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

**RAPID Re-HOUSING - DAY 1 FAMILIES FUNDS - CASE WORKER (1)**  
**Must be willing to travel to Bolivar, Sunflower, Coahoma, Leflore, and Washington counties.**

Implements the activities of Day 1 Families Funds Program in accordance with HUD, RRH, and Day 1 Families Funds guidelines as directed by the RRH Director.

Case management, interviews, assessments, monitoring, reporting, securing resources for clients, outreach, advocate, home inspections, training, workshops, follow-up with regards to referrals, client goal setting, PC proficient, and excellent customer service while maintaining confidentiality.

- AA Degree or 64 college credit hours or five (5) years' experience directly in the field of case work.
- Must have a Valid Driver's License
- Must be willing to drive.
- Must be able to pass a criminal background check, physical, drug screen, and COVID-19 Vaccinated.

**BUS DRIVERS PART-TIME - Countywide**

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

- High School Diploma or GED.
- 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.

Please submit a cover letter of interest, resume and three (3) professional references via email to: [hr@bolivarcaa.org](mailto:hr@bolivarcaa.org). **The deadline to apply is January 3, 2024 close of business.**

*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.*