

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.

POSITION VACANCY

DATE: March 8, 2021

JOB TITLE: Community Services Intake Worker - **PART TIME/TEMPORARY**

CLOSING DATE: March 17, 2021

BEGINNING SALARY: \$12.58 per hour

QUALIFICATION STATEMENT: THE APPLICANT MUST POSSESS:

Must have a high school diploma or GED

The ability to effectively communicate with persons of diverse backgrounds without regard to race, creed, color, national origin, sex, age, religion, or non-disqualifying disabilities

Strong verbal, written, and interpersonal skills

Ability to meet deadlines, organize, manage and control high volume workflow

Must be computer literate

Must possess a valid Driver's License

A complete Position Description and an application may be picked up at the CAPHMLC office – 3516 Stringfield Road, Huntsville, AL 35810 or website: www.caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

“An Equal Opportunity Employer”