



Coastal Community Action, Inc.

CCA, Inc. a private, non-profit corporation is building a diverse workforce and encourages applications from candidates who enjoy making a positive difference in people's lives. If you are a dedicated and hard working individual who values diversity, economic justice and the ability to improve the quality of life for those living in poverty, we invite you to join our exceptional team. You can locate current information on careers and how to apply to Coastal Community Action on our website at www.coastalca.org.

<u>POSITION(S)</u>	<u>LOCATION(S)</u>	<u>REQUIREMENTS</u>
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CSBG NC DIASTER RELIEF PROGRAM COORDINATOR

Responsibilities include: Serves as a liaison to CSBG Program Director to provide on-going monitoring, compliance, training and assistance to NC Disaster Relief Intake Specialist to ensure effectiveness of service delivery systems to families, including integration of community partnerships, and systems administration to meet all standards and requirements for projects funded through Community Services Block Grant (CSBG).

Requirements: Bachelor's degree in human services or related field required, with five or more years of experience working with low-income families, and human service professionals. Extensive knowledge and expertise in CSBG Standards, requirements and regulations. Must have a North Carolina Department of Health and Human Services criminal record check (CRC) and have a valid Division of Child Department of Child Development and Early Education CRC Qualification letter.

CSBG EMERGENCY ASSISTANCE CASE MANAGER

Responsibilities include: Provide comprehensive services to engage low-income families in their own development to strengthen their family systems, protect the health and well-being of their children, and improve their economic status and conditions through community education, services, referral and goal-setting.

Requirements: Bachelor's degree in Human Services or related field with one or more years' of experience working with low-income families preferred. An Associate's degree in Human Services or related field with three or more years' of experience working with low-income families required. Must have a North Carolina Department of Health and Human Services criminal record check (CRC) and have a valid Division of Child Department of Child Development and Early CRC Qualification letter. Experience with training/coaching adults. Must have basic knowledge of government assistance programs and non-profits, faith-based organizations and other services.

CSBG DISASTER RELIEF INTAKE SPECIALIST

Responsibilities include: Accountable for the overall operation of the Child Development Centers (CDC) and includes planning, coordinating program activities and supervising center staff (i.e. classroom staff, Center Support Assistant) in accordance with Head Start Performance Standards and the North Carolina State Child Care Regulations.

Requirements: Bachelor's degree in Human Services or related field with one or more years' of experience working with low-income families preferred. An Associate's degree in Human Services or related field with three or more years' of experience working with low-income families required. Must have a North Carolina Department of Health and Human Services criminal record check (CRC) and have a valid Division of Child Department of Child Development and Early CRC Qualification letter. Experience with training/coaching adults. Must have basic knowledge of government assistance programs and non-profits, faith-based organizations and other services.

All positions above require a Criminal Record Check Qualification Letter from the Division of Health and Human Services.

To apply submit application, cover letter and transcripts to:

Wallis Gorden, Director of Human Resources
Coastal Community Action, Inc.,
P.O. Box 729, Newport, NC 28570
Fax: 252.223.1688
E-Mail: wallis.gorden@coastalca.org

CCA is an Equal Employment Opportunity Employer