

POSITION POSTING
September 23, 2024

CASE MANAGER/INTAKE WORKER – HEAP & EMERGENCY SERVICES PROGRAMS

- Location:** Kno-Ho-Co-Ashland C.A.C. HEAP/Emergency Services Office – Mount Vernon
Status: Temporary Full Time – 40 hrs. per week
Description: Responsible for case management/program assistance for HEAP and Emergency Services. This position is responsible for the processing of client applications and eligibility determination for programs. Must possess exceptional organizational skills, work well independently, and be capable of working in a fast paced/high volume office. Previous social work, case management experience, or social service degree preferred.
Education: Associate’s degree or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.
Response: Please e-mail, mail or fax resume or letter of interest to Kno-Ho-Co-Ashland C.A.C. Central Office attention Jenny Collins.

Respond to:

Address: Kno-Ho-Co-Ashland C.A.C. Central Office	Fax #: (740) 622-0165
Attention: Jenny Collins	Telephone #: (740) 622-9801
120 North 4th Street	Ext. 1015
Coshocton, OH 43812	E-mail: jcollins@knohoco.org

**If you have any questions, please contact Jenny Collins at (740) 622-9801 extension 1015.
Equal Opportunity Employer**