



YVEDDI
 YADKIN VALLEY ECONOMIC
 DEVELOPMENT DISTRICT, INC.

Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
 Serving: Davie, Stokes, Surry, and Yadkin Counties

To:	<ul style="list-style-type: none"> Interested Persons N. C. Dept. of Commerce – Workforce (ESC) Local YVEDDI Service Centers Surry Community College (Erica Smith) smithe@surry.edu
From:	Kathy Payne, Executive Director  Teresa Dover, HR Manager
Date:	December 22, 2015
Re:	JOB VACANCY
Position Title:	CSBG Part-Time Success Coach
Location Address:	215 Jones School Rd, Mt. Airy, NC 27030
Work Schedule:	Monday – Friday 20 hours a week
Wage Range:	\$12.00 - \$12.81 an hour DOE
Starting Date:	December 22, 2015
Job Objective:	<ul style="list-style-type: none"> To assist Success Coaches – provide case management and assistance to low income individuals/families in Surry County in a variety of ways by helping people/families in our community network become self-sufficient – monitoring and reporting utilizing a computer system that records statistical data. Successful candidates must be outcome-oriented, with the ability to work in a fast paced environment with strong attention to detail, using excellent written and oral communication skills, and excellent time management skills. Proficient in MS Word and Excel
Education Requirements:	Associates degree preferred. 1 – 2 years' experience working in a n office environment with strong background in human services – case management is a plus.
Close Out Date	January 5, 2015
Contact:	Employment Application available for download at www.yveddi.com/careers and for any question please contact Teresa Dover, HR Manager tdover@yveddi.com or Regina Chappell, CSBG Director rchappell@yveddi.com

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