




Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
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YVEDDI provides equal opportunities for employment to all employees and job applicants. No person shall be discriminated against because of race, religion, color, sex, age, national origin disability, political affiliation or veteran status.

To:	<ul style="list-style-type: none"> Interested Persons N. C. Dept. of Commerce – Workforce (ESC) Local YVEDDI Service Centers Surry Community College
From:	Kathy Payne, Executive Director Regina Chappell, CSBG Director 
Date:	June 30, 2016
Re:	Part-Time Position Vacancy
Position Title:	CSBG Success Coach - Yadkin County
Job Location Address:	1413 W. Main Street, Yadkinville
Work Schedule:	Monday – Friday 20 - 25 hours a week with flexible hours
Wage Range:	\$11.00 – 12.50 an hour
Starting Date:	Immediately
Job Objective:	<ul style="list-style-type: none"> Duties include: filing, maintaining computer files, processing check requests, preparing reports, schedule meetings/appointments, attend interagency meetings, community outreach by calling on our partners to encourage referrals, recruiting clients who are a fit for our program based on the Federal Poverty Guidelines 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. Computer and media savvy Previous case management Bi-lingual (Spanish) a plus
Education Requirements:	Associates Degree in Social Sciences or other related degree. One to two years' experience working in an environment using case management or medical records skills with strong people skills. Bi-lingual preferred.
Close Out Date	July 15, 2016
Contact:	Employment Application available for download at www.yveddi.com/careers Applications and Resumes may be emailed to Regina Chappell, CSBG Director at rchappell@yveddi.com

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER