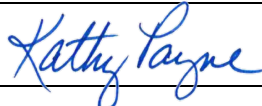




Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
 Serving: Davie, Stokes, Surry, and Yadkin Counties

YVEDDI provides equal employment opportunities for everyone. 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 ○ Indeed.com
From:	Kathy Payne, Executive Director Regina Chappell, CSBG Director 
Date:	June 15, 2020
Re:	Job Opening
Position Title:	CSBG CARES ACT Coordinator
Job Location:	1413 W. Main Street, Yadkinville
Work Schedule:	Monday – Friday, generally 8 – 4:30 pm <i>This is a 2-Year funded position in response to COVID 19</i>
Wage Range:	\$13.90 - \$14.25
Starting Date:	Immediately
Job Objective:	<ul style="list-style-type: none"> • Providing assistance to low-income individuals/families in our community network of Davie, Stokes, Surry, and Yadkin Counties that have been affected by COVID 19 pandemic (ex: job loss) • Case Management type recordkeeping and data reporting. Must be able to travel to our 4 counties to recruit and perform community outreach utilizing our COVID 19 Safety requirements. • Able to work in a fast-paced environment with attention to detail using excellent written and oral communication skills, time management, Excel and Microsoft Word skills.
Education Requirements:	One to two years' experience working in an office environment with a background in medical and human services preferred.
Close Out Date	Until Filled
Contact:	Qualified applicants should contact, Rchappell@yveddi.com Employment Application available for download at www.yveddi.com

Employment with YVEDDI is "at will". You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws. Drug Testing and Criminal Background Checks Required