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PROGRAM SUPPORT SPECIALIST – Kanawha County (2 positions)

Responsibilities: Job responsibilities include but are not limited to: Maintain an orderly and pleasant environment for receiving both clients and associates; Screen clients for program eligibility; Work with programs to coordinate outreach activities; Maintain a thorough knowledge of all program guidelines; Complete and process program applications as per guidelines; Enter client data into respective databases.

Requirements: Successful candidate will preferably possess at minimum, High School diploma or GED; Associate degree preferred. Prior work or volunteer experience working with the low-income population; Experience and ability to interface with all levels of agency personnel, supervisory experience preferred.

Candidate must possess a valid Driver's License. Demonstrate good verbal and written communication skills; Candidate must maintain a current Food handler's card and maintain CPR and First Aid certification. Candidate must submit to pre-employment drug screen, CIB check, and DHHR Protective Services Background Check.

Applications are available at the PRIDE office located at 699 Stratton Street, Logan WV 25601 or online at loganpride.com and will be accepted until the position is filled.
Submit application to:

Human Resources
PRIDE Community Services, Inc.
PO Box 1346
Logan, WV 25601

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation or have hiring process questions.