**Seeking a Part Time Employee**

**Up to 24 Hours a Week**

**Wage - $15 an hour**

**Located in Jonesboro, AR**

**Required Education Level**

Minimum of associate degree in Human Services Field (social work, education, sociology, psychology, counseling, human relations or related field)

**Experience**

2 years work experience in similar field (preferred)

**Job Description**

* Ability to manage a case load of participants, recruit participants & communicate effectively with others.
* Possess a valid driver’s license and have reliable transportation with required automobile insurance
* Responsible for recruitment, certification, case management, and follow up of clients
* Responsible for meeting required expenditures and performance measures
* Assist customers in registering on Arkansas Job Link (State data base system)
* Complete prescreening and eligibility documentation for customers/participants
* Submission of accurate/complete participant paperwork to management information system staff
* Referral of participants to other entities/partners for services
* Assist other program staff

**Interested?** Send your resume to [jmorgan@neaworks.com](mailto:jmorgan@neaworks.com) and mark the subject line, “Part Time Employee”.