

# Lookout Mountain Community Services

## Job Announcement

JOB TITLE	POSITION NUMBER
Family Supports CSR/SST	
POSTING DATE	DEADLINE DATE
July 10, 2019	Until filled
POSITION LOCATION	
Kaleidoscope Family Supports Program 1427 Lee Clarkson Rd. Chickamauga, GA	
GENERAL NATURE OF JOB DUTIES	
Responsible for data entry, scheduling appointments, scanning and uploading documents, printing copies, other office functions as needed; May also provide direct services to individuals participating in Family Supports as needed. Must be willing to work a flexible schedule, including the possibility of evenings and weekends, up to 30 hours per week.	
MINIMUM QUALIFICATIONS	
Completion of a high school diploma or G.E.D., 21 years of age, <b>AND</b> three years of good driving history.	
<b>Preferred Qualifications:</b> Experience working with individuals with Intellectual and/or Developmental Disabilities. Ability to multi-task and work independently; Proficient in basic computer skills and possess good written and verbal communication skills.	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a> Telephone: 706-638-5580 x 4114 FAX: 706-638-5445</p> <p style="text-align: center;"><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing  
An Equal Opportunity Employer