



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
TREK Case Support Supervisor/Manager	00169993
POSTING DATE	DEADLINE DATE
January 4, 2021	Until filled
POSITION LOCATION	
<b>Lookout Mountain Community Services Fort Oglethorpe</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Supervises RD and Case Managers assigned to the TREK work site. Works with other site CSS staff to assure all TREK and State RBWO policies are adhered to for the TREK Program. Must be able to travel to other TREK Program sites to assist other TREK CSS staff as needed. Will work with the Program Director to Develop new sites throughout the State of Georgia. Will attend State and Regional meetings with DHS/OPM.</p>	
MINIMUM QUALIFICATIONS	
<p>Master's Degree from an accredited college or university in the area of Behavioral or Social Sciences, Social Work, or Education or Masters of Business or Public Administration or related field AND three years' of work experience in a related area. Must also possess at least three years in a supervisory role. Flexibility of schedule is a must.</p>	
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><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>Due to the volume of applications received we are unable to provide information on your application 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><i>Lookout Mountain Community Services Application</i> 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 is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></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 REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**