



# CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

## JOB ANNOUNCEMENT

**JOB TITLE:** Community Services Coordinator

<b>Department:</b> Economic and Community Development	<b>Status:</b> Permanent
<b>Annual Salary:</b> \$37,852	<b>Available Positions:</b> 1

**Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff.com](http://www.cityofpinebluff.com)

**CLOSING DATE:**  
Until Filled

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 543-1840/ <b>FAX</b> (870) 850-2449 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
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**ESSENTIAL JOB FUNCTIONS:** The Community Service Coordinator coordinates with all services available to residents of Jefferson County and South Arkansas in order to prevent homelessness, promotes housing stability and/or provides shelter/re-housing assistance through partner agencies, travels to South Arkansas counties to work with other agencies that provide assistance to the homeless and sustains and grows the network of service providers participating in the regional Continuum of Care coalition, and coordinates monthly meetings for the coalition. The Community Services Coordinator also assist management with administering federal and state grant funds, processes federal drawdowns in ELOCCS system, processing financial transactions in new world system an performs all other duties assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:** College level degree in social work, social science, business, communications or related field, plus two years of related job experience; two years of management experience; five years of experience in social services, job counseling, drug/alcohol counseling, or homelessness prevention services may substitute for education requirements; computer literacy and familiarity with software programs for on-line reporting is required.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.