

Job Opening

Department: Mifflin Juniata Human Services

Position: Income Stability Coordinator (contact MJHS for full job description)

Qualifications: Looking for a dynamic individual who wants to make a difference in their community while working regular, set hours (no on-call) and great benefits! Applicant must be well-organized, computer literate (Word, Excel, and Powerpoint and various state systems), and able to work well with difficult customer service situations. Applicant must have excellent initiative and an ability to work well under multiple, stressful deadlines. Experience with clients with mental health issues and/or drug/alcohol issues would be helpful.

Duties and Responsibilities:

A complete list will be provided during the interview. General duties include screening applicants to various programs for eligibility, working with applicants to prevent homelessness or find appropriate housing, and work with other agencies, such as Shelter Services, Drug and Alcohol services, Food Pantries and Mental Health services to provide support for homeless assistance and prevention programs.

Experience: Associates Degree in relevant field and 5 years experience in case management systems preferred. Knowledge of community resources a plus, must be able to work with diverse populations and under deadlines. Bilingual ability preferred.

Employment info: This position is full-time, non-union. Benefits include (paid sick/vacation/holiday) and healthcare. \$18/hr. Position serves both Mifflin and Juniata Counties but is based in Mifflin County. Some travel required.

Applicants should submit a cover letter, resume and three references to the Human Services Department at 20 N.Wayne St., Lewistown, PA 17044 or via email to afisher@mifflinco.org.

Applications will be accepted until August 5, 2022.