



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

RAPID REHOUSING INTAKE COUNSELOR

Part-Time Hours

Location: Harnett County

Johnston-Lee-Harnett Community Action, Inc. is seeking a Rapid Rehousing Intake Counselor

RESPONSIBILITIES

- Responsible for the initial intake of clients.
- Responsible for the upkeep of all records of information given by a client
- Review, process, and submit all vouchers for payment of assistance
- Perform all related work as directed by Supervisor.

POSITION QUALIFICATIONS

- Preferably Associate's Degree in social work or related field.
- Need a Valid driver's license and an available vehicle.

Please visit the website below to complete the online application and attach your resume:

(www.jlhcommunityaction.org),

HR TAB, EMPLOYMENT OPPORTUNITIES dropdown

Minimum Starting pay: \$18.00/hour