



# 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

## CSBG STARS COUNSELOR

### Location: Johnston County

**Johnston-Lee-Harnett Community Action, Inc. is seeking a CSBG STARS Counselor.**

The STARS Counselor provides a variety of information, referral, and counseling services designed to help solve the socio-economic problems experienced by low-income families. Work includes assisting families in identifying, defining, planning strategies, and setting goals to resolve problems and barriers and work toward self-sufficiency. Work is characterized by the total involvement of a counselor working with a family to identify and break down barriers using a variety of resources and devices. The counselor must exercise judgment and discretion to provide this service.. Work is performed under general supervision and is evaluated through observation, conference, and written reports for conformance to policies and procedures and results achieved. The measure of performance is how many families reach above poverty level. Maintains family case management files and completes reports as required by Agency and/or funding source.

#### ESSENTIAL FUNCTIONS

- Receives referrals from intake caseload. These referrals are determined at CSBG Weekly staff meeting with irregular or unusual problems being resolved through group staff discussions under the direction of the Senior Counselor
- Meets with the client family to get to know the family and develops a working relationship with the family.
- Develops with the family a plan of action to achieve certain goals set by family and counselor... Case Management.
- Makes home visits.
- Meets with clients and agency representatives to identify and remove barriers to services.

#### Requires the following education:

**B.A. or B.S. Degree in Social Science, Business and equivalent experience. Experience in Human Services preferably.**

**\*\*\*JLHCA, INC is a DRUG FREE Agency with 0% tolerance\*\*\***

**\*\*\*This includes CBD & THC added products\*\*\***

**Submit resume and three (3) letters of reference by April 5, 2024 to:**

**Johnston-Lee-Harnett Community Action, Inc.**

**Human Resource Department**

**Attn: Ruby Bryant or Alisa Bizzell**

**Post Office Drawer 711**

**Smithfield NC 27577**

**Minimum Starting pay: \$48,000 year**

**AN EQUAL OPPORTUNITY EMPLOYER**

**UNITED WAY AGENCY**