

ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.

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Department of Human Resources

J O B V A C A N C Y A N N O U N C E M E N T

Economic Opportunity Planning Association of Greater Toledo, Inc., (E.O.P.A.) is the designated Community Action Agency for Lucas County for low to moderate income people to achieve self-sufficiency. An individual can receive a vast array of information, services, and referrals in a one-stop delivery system.

APPLICATIONS ACCEPTED:

March 08, 2010 - March 16, 2010

APPLY:

E.O.P.A. - Human Resources Specialist
525 Hamilton Street, Suite 202
Toledo, Ohio 43604
8:30 a.m. – 3:30 p.m.

HIRING POLICY:

Equal Opportunity Employer

BILINGUAL CAPABILITY WILL BE GIVEN ADDITIONAL CONSIDERATION

Senior Broker

- \$9.26 / hour (post-probationary); 30 hours per week; 52 weeks per year & 20 hours per week; 52 weeks per year
- Provide case management to low to moderate income senior adults
- Keep accurate records and supporting documents on each client

Qualifications

- High School diploma/GED required
- Minimum one (1) year experience with senior population required
- Proficiency with MS Word and computers required

Apply at EOPA, 525 Hamilton St., Ste. 202, 8:30-3:30. Must have reliable transportation and possess a valid Driver's License with proof of auto and liability insurance. Must be willing to travel locally. Employment is contingent upon successful completion of background check and possible drug testing.

NO RESUMES ACCEPTED WITHOUT A COMPLETED APPLICATION. NO PHONE CALLS!