



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Housing Specialist (SST 3)	00031977
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
<b>Recovery Services</b> <b>Catoosa, Chattooga, Dade, and Walker</b> <b>806 E. Villanow Street</b> <b>Lafayette Ga 30728</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Performs monthly inspections for Shelter Plus Care apartments, coordinates and completes rental collections, maintains positive working relationships with property owners, and performs case management and psychosocial rehabilitation services as needed. Assists the Shelter Plus Care residents and individuals in Recovery Services programs as needed with tasks such as benefit applications etc. Primary work hours are 8:30 a.m. to 5:30 p.m.</p>	
MINIMUM QUALIFICATIONS	
<p>High school diploma or GED and three years' experience in a social services related position OR Bachelor's degree in a social services related field and one year experience in a social services related position. Good computer skills required.</p> <p><b>Preferred</b> – Bachelor's Degree in a helping field AND at Least one year of program related experience</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**