



## Community Services Manager

KVCAP is seeking a compassionate, dedicated individual seeking to make a difference in the community! Join our dynamic team of caring, dedicated staff who are committed to ensuring high quality services that help individuals and families achieve stability and that offers youth a safe, healthy, supportive environment where they may thrive. This position oversees 7-9 staff in two distinct programs: Resource Navigation, providing a continuum of services including: Information/Referral; Emergency Assistance; and Case Management, working with people to develop goal plans aimed at increasing their health, economic stability and well-being. The South End Teen Center offers youth a safe, healthy, supportive after-school environment offering recreation, education/skill building, and connection to wrap-around supports.

In addition to supervising staff, this position focuses on program compliance, include daily approval of emergency assistance expenditures. The Community Services Manager works closely with the Program Director on program planning and community outreach, representing KVCAP on several community coalitions and groups.

Requirements: Bachelor's Degree and five years' experience in Social Services field. Supervisory experience is required. Must demonstrate strong communication skills (both written and verbal), ability to think critically, organizational skills, and proficiency in use of technology, including ability to learn/operate data base systems. Knowledge of area resources is preferred. Must be able to pass SBI, DMV, DHHS, fraud and Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of paid time off, employer sponsored retirement plan, choices of health, life, dental/vision, and disability insurance options.

Accepting applications until a suitable candidate is found. Interested candidates should submit a letter of interest and a resume/application to:

Human Resources  
Kennebec Valley Community Action Program  
101 Water Street  
Waterville, Maine 04901

E-mail: [lindas@kvcap.org](mailto:lindas@kvcap.org)

Equal Opportunity Employer