

POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is looking for a **County Coordinator** to join our team!

Position Summary: The County Coordinator position is a full-time, salaried position based in our Rockcastle County office. The County Coordinator is primarily responsible for ensuring programs are effectively delivered within the county by coordinating services, supporting clients, building community partnerships, and maintaining compliance with program requirements.

Responsibilities:

- Supervises the office staff and assists with coordination of county office operations and service delivery
- Provide intake, direct services, case management, referrals and follow-up services for multiple agency programs
- Maintains accurate and detailed case records, documentation and program files in accordance with agency policies and program requirements
- Coordinates services and referrals with community partners and local resources to assist low-income individuals and families
- Prepares reports and maintains required program activity documentation
- Represents the agency on local boards, committees, and interagency councils and maintains meeting records as required
- Oversees rental property and homeless shelter
- Maintain and adhere to all policies of DBCAA
- Perform other duties as assigned by Community Services Director or Executive Director

Minimum Applicant Qualifications:

- Valid Kentucky driver's license
- Clear driving record
- Clear background check
- Pre-employment and on-going drug testing required
- High School Diploma or equivalent
- Degree in Social Work or related field preferred
- Ability to multitask
- Supervisory experience preferred
- Strong organizational, communication and problem-solving skills
- Ability to maintain accurate records and documentation

Benefit Package:

- Health Insurance

- Dental Insurance
- Life Insurance
- Kentucky Public Pensions Authority (KPPA) retirement system
- Paid time off including holidays, personal & sick leave

Salary: \$31,200

Application Process:

Applications must be received by **4:30 PM EST Friday, October 9, 2026**. Qualified applicants may submit an application by email to info@danielboonecaa.org or drop off in person, or by mail to Attn: Human Resources Director, Daniel Boone CAA, Inc., 1535 Shamrock Road, Manchester, KY 40962.

For an application, please visit our website at:

https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf, call the DBCAA Human Resources Director at (606) 366-7433 ext. 105, email info@danielboonecaa.org, or stop by one of our locations.

Daniel Boone CAA, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, veteran status, genetic information, marital status, retaliation, citizenship, sexual orientation, familial status, or any other legally protected characteristic.

An Equal Opportunity Employer

