

## POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is looking for an **Intake Clerk** to join our team!

**Position Summary:** The Intake Clerk position is a full-time, hourly position, located in our Laurel County office. The Intake Clerk is primarily responsible for providing services available through various programs such as the Low-Income Home Energy Assistance Program (LIHEAP) and Community Services Block Grant (CSBG) programs as well as other programs operated by Daniel Boone Community Action Agency. Essential job duties will include, but not be limited to:

- Assisting customers with basic intake forms and applications, answering incoming phone calls, and scheduling appointments.
- Staying up to date on changes in services and program requirements for community resources.
- Identifying resources and making appropriate referrals ensuring coordination of services.
- Acting as a liaison between community agencies and clients.
- Filing, scanning, copying, and other clerical and office duties as assigned by Supervisor.
- Process applications for multiple programs and provide client services.

### Minimum Applicant Qualifications:

- High school diploma or equivalent required
- Experience in social work or related field preferred
- Experience in customer service preferred
- Ability to multitask and handle a variety of responsibilities
- Clear background check
- Valid Kentucky driver's license
- Clear driving record
- Pre-employment and on-going drug testing required

### Benefit Package:

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

**Wage:** \$13 per hour

### Application Process:

Applications must be received by **4:30 PM EST Tuesday, April 28, 2026**. Qualified applicants may submit an application by email to [info@danielboonecaa.org](mailto:info@danielboonecaa.org) or drop off in person or by mail to Attn: Human Resources, 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](https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf), call the DBCAA Human Resources Director at (606) 366-7433, email [info@danielboonecaa.org](mailto: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*

