POSITION AVAILABLE

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

Position Summary: The Seasonal Intake Clerk position is a full-time, hourly position, located in our Laurel County office. The Seasonal 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 driving record
- Clear background check
- Pre-employment and on-going drug testing required

Benefit Package:

- Paid Holidays
- Funeral Leave
- Voting Leave
- Employee paid optional benefits

Wage: $13 per hour

Application Process:

Applications must be received by **4:30 PM EST Friday, March 20, 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, 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, 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

Daniel Boone Community Action

HELPING PEOPLE. CHANGING LIVES.