

## POSITION AVAILABLE

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

**Position Summary:** The Receptionist position is a full-time, hourly position, located in our Rockcastle County office. The Receptionist is primarily responsible for answering the phone and customer service. There is potential for growth and advancement. Essential job duties will include, but not be limited to:

- Assisting customers at the front window, answering incoming phone calls, directing phone calls to the appropriate staff, and scheduling appointments.
- Filing, scanning, copying, and other clerical and office duties as assigned by Supervisor.

### Minimum Applicant Qualifications:

- High school diploma or equivalent required
- Experience as a receptionist preferred
- Experience in customer service preferred
- Ability to multitask and handle a variety of responsibilities
- Clear background check
- 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:

Based on experience

### Application Process:

Applications must be received by **4:30 PM EST Friday, April 4, 2025**. 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) 598-5127, 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*

