

NeighborImpact

JOB OPENING

Energy Assistance Intake Worker Bilingual and Temporary

The primary responsibility of this position is to review client applications and coordinate the day to day operations of the Low Income Energy Assistance Program.

Position Available

Information:

Title:	Energy Assistance Intake Worker
Position Site:	Redmond
Wage Level:	\$11.25/hour
Hours Per Week:	40 hours per week, not eligible for benefits. <i>Position is temporary through the Energy Assistance season ending approximately 2/28/10</i>
In-House Posting:	This position is open in-house for 3 days, closing Wednesday, 12/9/09

Knowledge, Skills, Abilities and Qualifications:

- Proficient in Spanish language writing and speaking
- Willingness to learn LIEAP program rules and regulations
- Ability to perform intake
- Knowledge of basic math skills
- Excellent customer service skills
- General office skills
- Experience with computers
- Minimum of two years working in a social service agency or office at a support staff level.
- Prior experience in fuel assistance programs helpful. Must have excellent communication skills.
- Must be able to handle disgruntled customers in a professional manner.

Web Job Posting – 12/04/09

For complete job description visit email hr@neighborimpact.org. In-House candidates need to submit only a cover letter of interest (via email OK) if their original application and resume is on file. Parents of Head Start students are considered in-house candidates.