

EMPLOYMENT OPPORTUNITY

Energy Service Screener

The Position

Under the direction of the Energy Program Specialist/Coordinator, the Energy Screener performs initial screening of applicants and scheduling of appointments for the Low-Income Home Energy Assistance Program. This is a full-time position, 37.5 hours per week.

Major Responsibilities

1. Answers telephones, greets and screens clients, schedules appointments, and responds to inquiries regarding the Energy program.
2. Assists online and in-person clients in completing Energy Assistance application.
3. Performs brief client assessment and provides referrals to other resources as needed.
4. Performs appointment confirmation calls at 10-day and 1-day intervals.
5. Enters client information into agency databases.
6. Gathers online BVS reports daily.
7. Assists Energy Intake staff, as needed.
8. Performs clerical support functions for the Energy program, such as copying, scanning, etc.
9. Serves as back-up to agency reception/Services Screener.

In addition, the ideal candidate will possess the following knowledge, skills, and abilities:

- Proficient in Microsoft Office Suite applications including Word, Excel, and Outlook.
- Proficient with standard office procedures and technologies such as telephone, computer, printer, copier/scanner/fax, 10-key.
- Strong and effective communication skills (oral and written) for variety of audiences.
- Ability to work independently and as part of a team.
- Ability to work well with people of diverse cultural, socioeconomic, educational, and experiential backgrounds.
- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Qualifications

Education and Experience

Required:

- High school diploma or GED required.

Preferred:

- Experience working with and establishing positive relationships with members of the public preferred.
- Spanish/English bilingual capabilities preferred

Compensation and Benefits

\$12.43 per hour plus benefits

Benefits include:

- Medical insurance including Rx and vision
- Dental insurance
- Life insurance and AD&D coverage
- SIMPLE IRA retirement plan
- Employee assistance program
- Voluntary supplemental cafeteria plan
- Sick leave
- Vacation leave
- 12 holidays per year
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

To Apply

Qualified candidates are encouraged to apply by providing **all** items requested to the address below. Consideration will be given to application packets that are received by the closing date and that contain:

- 1) a completed Community Action Application for Employment form*
- 2) a resume
- 3) a letter of interest identifying the position for which you are applying and describing how you meet the qualifications for the position.

Please direct all application materials to:

Employment@CommunityActionSkagit.org
or
Community Action of Skagit County
Attn: Employment
330 Pacific Place
Mount Vernon, WA 98273

Closing

Position is open until filled. Priority consideration given to application packets received by **Friday, February 8, 2019.**

Community Action of Skagit County reserves the right to extend application deadlines, to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

*application forms and job announcements are available at the above address and also at our website, www.CommunityActionSkagit.org

Community Action of Skagit County is an Equal Opportunity Employer.

Should you require accommodation in the application process, please contact us at the Employment email address shown above or (360) 416-7585.

