

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: LIHEAP Intake Worker (Temporary)
LOCATION: Hope – Hempstead & Nevada Counties Service Area
HOURS: Approx 24 - 29 hours per week for approximately (8) Months
(Hours will decrease as program funds are depleted)
FULL-TIME: **PART-TIME:** X

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 8.85 per Hour

JOB DUTIES:

Assist customers with the completion of LIHEAP (Low Income Home Energy Assistance Program) application.
Assess, verify and compile documentation
Determine customer eligibility per program guidelines and process application for payment approval.
Answer telephones and distribute mail/messages accordingly.
Maintain accurate and complete records.
Filing
Other duties as assigned

EDUCATION REQUIREMENTS: Prefer one-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent oral and written communication and customer service skills required. Ability to handle; sensitive/confidential information and work in a fast paced environment.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 10 pounds.

DATE OF NOTICE: 11/02/18

Remove after: 11/12/18

**“EQUAL OPPORTUNITY EMPLOYER”
Central Arkansas Development Council**

To download Employment Application go to www.cadc.com or for more information call 501-315-1121