



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

Job Description: Weatherization Intake/Outreach Clerk
Supervised by: Weatherization Coordinator
Location: Ceres
Salary/Status: \$16.50 HR. Full Time, Excellent benefits including 401K
Date Posted: June 2, 2022
App. Deadline: June 23, 2022, 5:00 p.m.

EXAMPLE OF DUTIES:

- 1) Perform intake, requesting information for eligibility assessment.
- 2) Complete all paperwork necessary to determine eligibility.
- 3) Data entry and processing of all paperwork to provide services to clients on a timely basis.
- 4) Know and maintain eligibility criteria.
- 5) Coordinate with administrative staff involved in verifying eligibility.
- 6) Provide customer service and program information to prospective clients via telephone or walk-ins.
- 7) Assist clients as needed with referrals to other agencies and services.
- 8) Community outreach as necessary.
- 9) Educational presentations on energy utilization.
- 10) Other duties as assigned.

REQUIREMENTS:

- 1) Bilingual English/Spanish.
- 2) HS diploma/GED
- 3) Communication skills, verbal/written
- 4) Data entry skills
- 5) Reliable transportation, valid California Driver's license and minimum personal automobile liability insurance. Insurance policy must allow work-related driving.

PREFERRED OR HELPFUL:

- 1) Knowledge of low-income community and needs.
 - 2) Experience with and/or knowledge of programs/services available to low-income community.
 - 3) Awareness/sensitivity of diverse cultures.
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A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet. Employment application may also be obtained at a CVOC office. Include your email address on your resume.

EOE/At Will Employer