



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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Job Description: Weatherization Intake/Outreach Clerk  
Supervised by: Weatherization Coordinator  
Location: Two Vacancies: Ceres  
Salary/Status: \$17.00 HR. Full Time, Excellent benefits including 401K  
Date Posted: May 24, 2023  
App. Deadline: June 13, 2023, 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](http://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