



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

JOB DESCRIPTION: HEAP Intake/Outreach Clerk
SUPERVISED BY: Utilities Assistance Manager
LOCATION: Modesto
SALARY: \$17.00 HR. Regular, Full Time, Benefits & 401(k)
Date Posted: July 31, 2026
Deadline to Apply: Open Until Filled

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. HS diploma/GED
2. Communication skills, verbal/written
3. Data entry skills

PREFERRED/HELPFUL

1. Bilingual English/Spanish/other languages preferred.
2. Knowledge of low-income community and needs.
3. Experience with and/or knowledge of programs/services available to low-income community.
4. Awareness/sensitivity of diverse cultures.

A resume must be received to be considered for employment with CVOC.

It is helpful to include your email address on your resume.

EOE/At Will Employer.