



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

JOB DESCRIPTION: HEAP Intake/Outreach Clerk
SUPERVISED BY: Energy Program Coordinator
LOCATION: Modesto/Ceres
SALARY: \$16.50 HR. Regular, Full Time, Benefits & 401(k)
Date Posted: September 1, 2022
Deadline to Apply: September 21, 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. HS diploma/GED, CDL and auto insurance
2. Communication skills, verbal/written
3. Data entry skills
4. Auto insurance policy must allow work-related driving

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 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.

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

EOE/At Will Employer.