**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**Re-Advertising**

**POSITION: LIHEAP Administrative Support (Temporary)**

**LOCATION: Benton Annex**

**HOURS: 40 Hours per Week (For approximately (8-9) Months per Year)**

**(Hours will decrease as program funds are depleted)**

**FULL-TIME: X**

**VACANCY NOTICE: 09/16/21**

**APPLICATION DEADLINE: Until Filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 13.45 per Hour**

**JOB DUTIES:**

**Answer telephones and distribute mail/messages accordingly.**

**Assist customers with the completion of LIHEAP (Low Income Home Energy Assistance Program) Applications.**

**Assess, verify and compile documentation**

**Determine eligibility of customers per program guidelines and process HEAP Application.**

**Review client files to insure compliance with funding source and Agency guidelines.**

**Maintain accurate and complete records.**

**Data Entry**

**Clerical Duties**

**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 customer service, telephone and computer skills required. Ability to handle; sensitive/confidential information and work in a fast paced environment and demonstrate excellent time management and organizational skills.**

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

# “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

**To download Employment Application go to** [**www.cadc.com**](http://www.cadc.com/) **or for more information call 501-315-1121**