

**Big Sandy Area Community Action Program is looking for
Temporary LIHEAP Intake Workers in
Johnson, Magoffin, Martin, and Pike counties to join our team.**

Position Summary: LIHEAP intake workers will assist in the application and eligibility process for the Low Income Home Energy Assistance Program throughout our five county service area. Work will primarily be performed from one of our offices. Appropriate health and safety measures will be in place to protect employees and clients. These positions will begin in November and the length of employment depends on funding availability. Employees will generally work 40 hours per week.

Job duties and details:

- Assisting customers with basic application forms related to LIHEAP or other utility assistance
- Collecting documentation and determining eligibility and benefit amount
- Maintaining customer documentation
- Answering telephones and providing information on the LIHEAP program or other Community Action services
- Scheduling appointments
- Operating office equipment including copier, fax machine, computer, etc.

Qualifications:

- Excellent communication and customer service skills
- Must be proficient in data entry and retrieval of client information
- Ability to provide services to a wide range of clients
- High school diploma or equivalent required
- Offer contingent on background screening and drug testing policies

Wage

\$10.10 per hour

Qualified applicants may submit resumes or applications to hr@bsacap.org, may fax to 606 789-3390, or mail to BSACAP HR Manager 230 Court Street, Paintsville, KY 41240

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services.

An equal opportunity employer



