

York County Community Action Corp.

Energy Services Specialist

Job Description

REPORTS TO: HEAP Site Manager

STATUS: Full Time/hourly

PAY GRADE: 3

EMPLOYMENT PERIOD: Nonexempt/Full Time

PURPOSE: Completes intake, ensures accuracy and determines eligibility for the Home Energy Assistance Program (HEAP).

RESPONSIBILITIES:

1. Ability to clearly explain program requirements to applicants.
2. Conducts Fuel application interviews via phone and in person if necessary.
3. Gathers the necessary documents and information to complete an application.
4. Collates and reviews required documentation for applications.
5. Reviews applications to assure conformance with program regulations.
6. Certifies Fuel applications, checking for accuracy and completeness.
7. Attend staff meetings and other program trainings as needed.
8. Performs other duties as assigned, or as necessary to fulfill the position.

QUALIFICATIONS:

1. Ability to clearly explain program requirements and accurately transcribe and document the information necessary to process application in a timely fashion.
2. Ability to organize and review data for accuracy and completeness.
3. Excellent math skills
4. Exemplary customer services skills
5. Must enjoy servicing others and working in a collaborative environment.
6. Working knowledge of office equipment, including Microsoft Office, Excel, Word and Outlook.
7. Ability to multitask in a fast pace environment.
8. Ability to pay close attention to detail and retain information.
9. Must not have an active record on the System for Awards Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	<input type="radio"/>	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	<input type="radio"/>	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	<input type="radio"/>	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Energy Services Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____