

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: LIHEAP Administrative Support
LOCATION: Benton Annex
HOURS: 40 Hours per Week - FULL-TIME

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 15.45 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 or for more information call 501-315-1121