



CAREER OPPORTUNITY

Job Title: LIHEAP Technician- Part Time
Department: Madison County Community Development-Energy Assistance
Reports To: Program Coordinator and/or Planner
Location: Wood River, IL 62095
Starting Salary: Madison County AFSCME Pay Step Plan Grade 1- \$14.06/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 2:30 p.m., SEASONAL OCT-MAY
Closing Date: September 12, 2017

QUALIFICATIONS

- Education: A High School diploma or equivalent
- Experience: Zero to six (6) months experience
- Ability to multi-task is preferred
- Good communication skills (written, verbal, phone) is preferred
- Strong computer skills is preferred
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- assists households with arranging deferred and budget payment agreements with energy providers and other services directly related to assist eligible households meet the cost of home energy
- does outreach in certain areas of the county to afford greater availability and accessibility to all low income households and home visit
- verifies LIHEAP applications
- assists in taking LIHEAP applications
- performs general clerical duties such as filing, answering phones and receptionist activities

Qualified individuals please submit applications to:

Sharon Trettenero- 130 Hillsboro, Edwardsville, IL 62025 or Jobs@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.