

**EMPLOYMENT OPPORTUNITY**

**LIHEAP PROGRAM ASSISTANT**

SALARY RANGE: \$28,210.00-\$34,580.00

**MINIMUM QUALIFICATIONS:**

High School diploma and/or equivalent, computer skills a must. Must be able to communicate effectively with a wide range of personalities, including applicants, employers, utility vendors, etc. Must be courteous and willing to work with seniors, disabled and low-income families. Have the ability to work with the staff you are assigned and follow administration policies regarding customer information.

**DUTIES AND RESPONSIBILITIES:**

Will be responsible for assisting the Program Manager with PIPP and furnace applications, verifying and processing client applications. Responsible for processing of bills, typing and answering telephone. Must be willing to travel for required meetings. Perform all duties as assigned.

**BENEFITS:**

There are 13 paid holidays and sick/vacation package. Shawnee Development Council pays life, dental and vision benefits. A matching retirement up to \$2500.00 per year for employees. All benefits require a 90-day probation period.

**DISTRIBUTION INSTRUCTIONS:**

Run: In house, Administrative Office and County Offices. Post on social media and Illinois Job Link.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

