

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for the following position:

LIHEAP RA SPECIALIST

\$27,300.00-\$30,940.00

Candidates must possess a high school diploma or equivalent with basic computer skills. Applicants should be a self-starter with excellent organizational and communication skills, someone who works well with the public and can manage multiple tasks at the same time. Candidates should show initiative, creativity and possess ability to work well under pressure, meet deadlines and become team player with an aggressive social service provider. Applicant must learn and understand program rules and regulations of the LIHEAP Program.

Responsibilities include processing of applications by verification of applicants for eligibility for emergency assistance. Determining direct client assistance payments and amounts needed for reconnection. Contact vendors for approval and pledges. Make referrals on behalf of applicants as needed. Must be willing to travel as required. Perform all other duties as assigned.

Benefits include Life insurance, Dental/Vision, Mutual of America Retirement program and Sick/Vacation package.

Applications may be obtained at any SDC Outreach office or by contacting the Administration office at 634-2201. All applications with resume, will be accepted until position is filled. Applications should be sent to Shawnee Development Council Inc., PO Box 298, Karnak IL 62956.

Attn: Crystal West, Payroll/HR

Shawnee Development Council, Inc. is an Equal Opportunity Employer.

Distribution Instructions:

In-House: County Outreach Facilities and Administrative Office. Post Social Media and Illinois Job Link.

Authorized Signature: _____ Date: _____