

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for
TEMPORARY LIHEAP VERIFIERS

QUALIFICATIONS:

Candidates must possess a High School diploma or equivalent, computer skills a must. Must be able to communicate effectively with 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:

Review all applications taken by outreach office staff in all seven county areas. The verifier must know and understand program rules and regulations of said program from application intake to the payment procedure in order to secure the proper documentation for LIHEAP application. Outreach duties will consist of taking LIHEAP applications and collecting documentation at the intake. Verifier will make phone contacts with outreach offices, LIHEAP customers and vendors.

Must be willing to travel as required and provide own transportation. Perform all duties as assigned for the promotion of the agency.

Temporary positions will have paid holidays and personal time.

Distribution Instructions: In house, County Outreach offices and Administration offices. Social media and Illinois job link.

Authorized Signature: _____ Date: _____

