

CONTRACTED LIHEAP/EA COUNSELOR

BOWLING GREEN, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks Two (2) **contracted part-time** Low-Income Home Energy Assistance Program (LIHEAP)/Energy Assistance (EA) Counselors at the Pike County Service Center in Bowling Green, MO. Regular work hours will be five days a week from 8:00-5:00 When the program starts up in mid-September. As the energy assistance applications begin to decrease (around January), hours will be decreased. The position will work under the direction of the CSBG Program Director and involve indirect contact with the public. Duties will include but are not limited to processing applications to determine program eligibility, completing all appropriate paperwork for each file, operating office equipment, communicating with utility companies and clients by phone and written communication.

Candidates must possess a high school diploma or GED, along with excellent customer service and phone skills, documentation skills with attention to detail, be organized and able to multi-task in a fast paced environment, knowledge of data entry, prior hands on computer experience, experience with MS office and the ability to work as a team member and as an individual to help the team complete its requirements. This part-time position has a starting wage of \$10.00 an hour, and would be eligible for the agency provided 401(k) retirement plan. No other benefits are provided.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to ccox@necac.org, or FAX to 573-324-3960. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V