

JOB OPENING

Job Title: Temporary Energy Assistance Specialist

Hours: 30-36 hours/week; Anticipated end date May 2024

Closes: 5:00 pm, Wednesday, January 24, 2024

Department: Energy Program

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

Special Information: This is a temporary position therefore the applicant does not qualify for benefits.

MAJOR RESPONSIBILITIES:

1. Assess and address immediate client needs, make referrals as appropriate in person and by telephone responding promptly and tactfully to the demands of the high volume of walk-ins, phone calls, and deadlines.
2. Assist clients with all energy-related applications including the agency central intake. Assistance may include home visits to clients with limited transportation or mobility due to disabilities.
3. Determine eligibility and notify households of various energy programs. Notify applicants of right to a fair hearing.
4. Assist applicants to accurately determine income eligibility according to guidelines and procedures
5. Check, verify and electronically enter all information in the data base system
6. Maintain orderly and accurate client and program files. Participate in internal quality control.
7. Educate clients on home safety, conservation measures, and resources.
8. Responsible for creating PowerPoint slides and making public presentations.
9. Order and maintain office inventory for client promotional items.
10. Determine proper program codes for mailing and supply ordering.
11. Travel three counties, Blaine, Hill and Liberty, including Rocky Boy Reservation and Fort Belknap Reservations for outreach events and home visits.

ADDITIONAL RESPONSIBILITIES:

1. Facilitate community advisory committee for Energy Share program. Recruit and orient all members. Coordinate meetings, process applications.
2. Coordinate community education forums regarding all energy programs
3. Maintain and determine eligibility applications for Hill County Electric & Big Flat Electric programs. Including budget assessment.
4. Input and verify electronic data base information for all HCE & BFE applicants.
5. Attend trainings including but not limited to MYSTIC and CDS data systems and LIEAP and Energy Share of Montana roundtables
6. Create newsletter articles, web page submissions, maintain Energy Program information on agency Facebook page, brochures, and other written materials informing the public about the HRDC energy programs.

7. Assist Program Director with board reports.
8. Establish and monitor procedures for accurate record keeping (Microsoft Excel)
9. Ensure security, integrity and confidentiality of all client files/records
10. Assist households with hazardous or potentially hazardous home energy crises.
11. Other duties as assigned by Energy LIEAP Program Director.

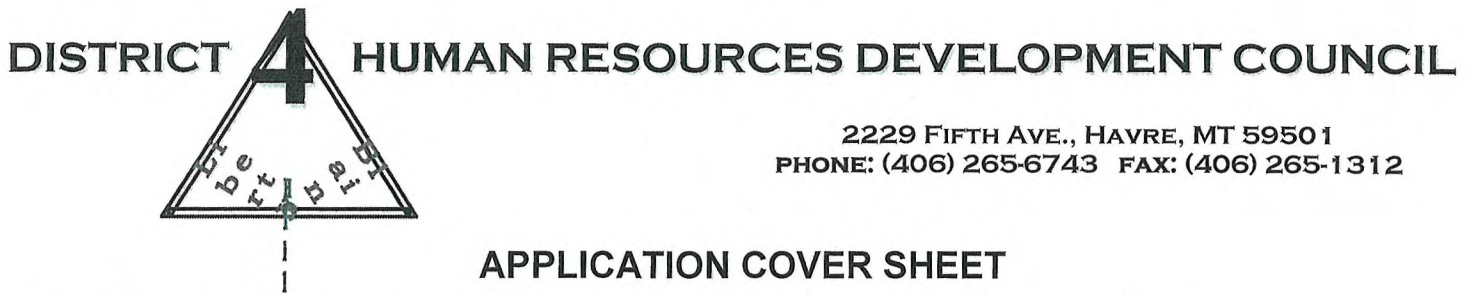
MINIMUM QUALIFICATIONS:

1. High school diploma or high school equivalency and minimum of two years' experience in administrative assistance or office management with complex duties including information management and customer relations.
2. Must attend Low Income Energy Assistance Program Policy Training and Central Database System Training within first year of employment.
3. Must be able to conduct home visits.
4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

Starting Wage: Grade 13 \$18.18 per hour

PLEASE SUBMIT:

1. A letter of interest stating your qualifications for the position,
2. Current resume,
3. A signed job description, and
4. If you have never filled out an Agency Application before (for example a volunteer), please complete one and sign.



DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL

2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Temporary Energy Assistance Specialist

Wage: \$18.18 per hour

Hours: 30-36 hours per week (Anticipated end date May 2024)

Application Deadline: 5:00pm, Wednesday, January 24, 2024

PLEASE PROVIDE

1. COVER LETTER/LETTER OF INTEREST
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY:

Assist applicants in completing energy assistance applications and facilitate the local Energy Share program, Hill County Electric & Big Flat Electric Programs

MAJOR RESPONSIBILITIES:

1. Assess and address immediate client needs, make referrals as appropriate in person and by telephone responding promptly and tactfully to the demands of the high volume of walk-ins, phone calls, and deadlines.
2. Assist clients with all energy-related applications including the agency central intake. Assistance may include home visits to clients with limited transportation or mobility due to disabilities.
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6. Create newsletter articles, web page submissions, maintain Energy Program information on agency Facebook page, brochures, and other written materials informing the public about the HRDC energy programs.
7. Assist Program Director with board reports.
8. Establish and monitor procedures for accurate record keeping (Microsoft Excel)
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11. Other duties as assigned by Energy LIEAP Program Director.

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2. Must attend Low Income Energy Assistance Program Policy Training and Central Database System Training within first year of employment.
3. Must be able to conduct home visits.
4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SPECIAL INFORMATION –

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. *EXCELLENT BENEFITS ARE PROVIDED BY HRDC.*
5. *Application will be rejected if incomplete or unsigned.*
6. *Background Check required before applicant is hired.*
7. *Please complete the application by typing or printing in ink. Incomplete applications will not be considered.*
8. *This application is valid only for the job detailed above. Future job openings will require a new application.*

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PLEASE ANSWER THE FOLLOWING QUESTION

- 1. From the Job Description for the Energy Assistance Specialist please tell us what experience you have had that qualifies you for this position.**

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DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION

TITLE: Energy Assistance Specialist	SUPERVISOR: Energy LIEAP Program Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: None
EMPLOYMENT HOURS: 30-36/week	WEEKS PER YEAR: 35-40
GRADE: 13	STARTING WAGE: \$18.18
POSITION SUMMARY: Assist applicants in completing energy assistance applications and facilitate the local Energy Share program, Hill County Electric & Big Flat Electric Programs	

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SKILLS, ABILITIES AND OTHER REQUIREMENTS:

- 1. Must have manual dexterity to perform record keeping, filing, and computer operation with experience in these areas necessary.
- 2. Must be proficient in Microsoft office, data base entry, e-mail correspondence, spreadsheet, and desktop publishing applications.
- 3. Ability to keep accurate, complete and thorough records, and possess a high level of interpersonal communication skills by use of the English language in reading, writing, and speaking.
- 4. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
- 5. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
- 6. Ability to resolve difficult situations at any given moment
- 7. Able to occasionally travel out of the area for training.

WORKING/ENVIRONMENTAL CONDITIONS:

- 1. Exposed to angry public
- 2. Exposure to offensive language
- 3. Exposure to unsafe/unclean client homes
- 4. Possible exposure to threats and violent applicants, know how to alleviate situation
- 5. Exposed to driving on-street
- 6. Occasional overnight stay away from home
- 7. Drive vehicle <10,000 GVW (car)
- 8. Occasionally work alone
- 9. Exposure to long periods of sitting at computer for data entry
- 10. Work with high detail
- 11. Work with frequent deadlines
- 12. Able to lift and carry up to 25 pounds.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743



WEBSITE: www.hrdc4.org

"This institution is an Equal Opportunity Provider and Employer"

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? ☐ Yes ☐ No Are you insurable? ☐ Yes ☐ No

Do you have proof of the required Liability Insurance on your vehicle? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? ☐ Yes ☐ No If so, may we inquire of your present employer? ☐ Yes ☐ No

Have you ever applied to this agency before? ☐ Yes ☐ No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed

From

To

Phone

Employer

Location

Supervisor

Position

Duties

Salary

Reason for Leaving

Date Employed

From

To

Phone

Employer

Location

Supervisor

Position

Duties

Salary

Reason for Leaving

Date Employed

From

To

Phone

Employer

Location

Supervisor

Position

Duties

Salary

Reason for Leaving

Date Employed

From

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STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ ☐ Male ☐ Female

Referral Source (Please check one)

☐ Newspaper ☐ Job Service ☐ Friend
☐ HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

☐ Caucasian ☐ Native American/Alaskan Native ☐ African American
☐ Asian/Pacific Islander ☐ Hispanic

Check if any of the following are applicable

☐ Veteran ☐ Disabled Veteran ☐ Handicapped Individual