



Opportunities, Inc.

JOB OPENING ANNOUNCEMENT – STAFF/PUBLIC

July 23rd—August 2nd, 2021

Job Title: Energy Assistance Technician

Salary: \$13.39 to \$14.20 per hour DOQ plus full benefits

**Are you looking for employment? Do you like inputting data?
Do you enjoy helping people? Then this position may be for
you.**

Responsibilities

Facilitate the services of the Energy Assistance Department to address individual and family needs. Conduct customer intake and determine eligibility of agency services, as well as other available services. Maintain and update appropriate customer information. Update computer information as necessary and assigned. Provide formal referral to other available services. Contact Energy Share Committee members for approval/denial of each Energy Share application. Send out LIEAP and Energy Share applications to prospective clients. Will be expected to become completely familiar with the agency's mission and philosophy, and fully participate in promoting the accomplishments of the agency's goals and objectives. Must be an advocate for the low and fixed income, and promote social and economic justice.

Qualifications:

Skills equivalent to high school graduate AND four (4) years' experience in a related field with effective interview and counseling techniques. Knowledge of city, county, state agencies, programs, their services, and key persons. Good oral and written communication skills. Computer training and experience. Ability to effectively communicate with people of various social and economic backgrounds. May require evening, weekend and out of town travel and meetings. Must have a valid Montana Driver's License, MT required vehicle insurance, a good driving record, and reliable transportation. Must have regular, reliable, and predictable attendance.

An Opportunities, Inc. Employment Application must be completed for consideration. You may request a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m., August 2nd, 2021 "EOE" M/F Applications may be faxed to (406) 315-3139. Scanned PDF applications may be emailed to hr@gfoppinc.org or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT, 59403, Attention: HR Department