



# Opportunities, Inc.

## JOB OPENING ANNOUNCEMENT – STAFF/PUBLIC

September 18th— 27th, 2024 or until filled



**Job Title: Energy Assistance Intake Clerk**

**Salary: \$19.00 plus Benefits** (First year: 15 days annual leave; 12 days sick leave; 11 holidays, Health, Dental, Retirement, Vision, etc.)

**Are you looking for employment? In need of summers off? Do you enjoy helping people? Then this position may be for you.**

### Overall Responsibilities

1. Facilitate the services of the Energy Assistance Department to address individual and family needs.
2. Conduct customer intake and determine eligibility of agency services, as well as other available services.
3. Maintain and update appropriate customer information.
4. Update computer information as necessary and assigned.
5. Provide formal referral to other available services.
6. Contact Energy Share Committee members for approval/denial of each Energy Share application.
7. Send out LIEAP and Energy Share applications to prospective clients.
8. 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.
9. Must be an advocate for the low and fixed income, and promote social and economic justice.

### Qualifications:

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

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 1<sup>st</sup> Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m., September 27, 2024 or until filled. "EOE" M/F"

Applications may be faxed to (406) 315-3139. Scanned pdf applications may be emailed to [hr@gfoppinc.org](mailto:hr@gfoppinc.org) or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT, 59403, Attention: HR Department