

ORGANIZED COMMUNITY ACTION PROGRAM, INC.
COUNTY ASSISTANT

Supervisor: Weatherization Manager
Status: Non-Exempt
Location: Central Office
Level 16

1. Assist the Manager with administering field operations of agency home weatherization programs to ensure compliance with goals and objective as contract specifications state. Assist in the implementation of administrative procedures and work programs for the completion of program.

2. Required Knowledge and Skill

Thorough Knowledge of: Federal, state and agency weatherization regulations, specifications and local building codes; program guidelines, policies, customer health and safety issues; weatherization techniques, materials, tool knowledge and safety rules; weatherization auditing and final inspection regulations; principles and practices of public administration including organization design; budget and grant administration and personnel management.

Must have knowledge of eligibility requirements for individuals with limited economic and available resources; community resources; marketing techniques; office equipment, including computer equipment and software programs.

Skill to: Assist in the planning and coordinating weatherization programs; communicate effectively, both orally and in writing; interpret policies and regulations; establish and maintain cooperative working relationships with community, private organizations, government agencies, businesses, State departments, employees and the public; use computerized equipment.

Other Requirements

Must possession and maintain through the course of employment a valid driver's license.

Duties

1. Takes application covering the twelve (12) counties.
2. Verifies income eligibility and proof of ownership of applicant and provides documentation of verification in client folder.
3. Prioritizes applications using the required priority point system.

4. Greet visitor in a professional manner
5. Answer phone calls and direct callers to the appropriate party
6. Coordinate and schedule appointments and meeting for Assessor, Inspector and Contractor etc.
7. Provide visitors with information and direct the accordingly
8. Process, sort, and route incoming and outgoing mail
9. Communicate skills oral and written
10. Must be able to lift up to 501bs.

Qualifications

1. Must be a high school graduate, or equivalent.
2. Must have and maintain a current driver's license and auto liability insurance.
3. Must be able to travel for training.
4. Must be able to follow written directive and fill out work orders and reports.
5. Must have some experience in computer (Excel, Words)
6. Current physical examination and TB screen documentation upon hire.
7. Strong attention to details
8. Ability to operate general office equipment

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By Signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED APRIL 2021