

## **INTAKE SPECIALIST / ENERGY COORDINATOR**

### **GRADE L**

#### **GENERAL DEFINITION**

This is weatherization work at the administrative level. Work involves responsibility to take application information for the weatherization of homes of the eligible residents of Northumberland County. Work is performed in accordance with DCED Weatherization Program (WAP).

#### **EXAMPLES OF WORK**

Process and file applications. Check address of property to determine if home was completed within state & federal guidelines.

Contact potential clients, travel to home, do initial intake, compile and verify supporting documentation.

Explain weatherization program in detail. Privacy laws, appeal process and other documentation.

Do pre-inspection of homes. Write job sheet for Auditor, enter information into state system. Enter monthly reports on completed weatherization jobs to State and Federal government system. Process financial reports, material and labor detail reports and reports on completed weatherization jobs.

Assist in preparation weatherization program budget. Submit rider for billing, do monthly journal entries, and order materials.

Promote the weatherization program by distributing pamphlets, performing presentations, and targeting income levels for potential clients.

Determine client's fuel usage; evaluate energy saving techniques and administration of the weatherization education program.

Required to return to home to evaluate usage and energy savings and report findings to State and Federal government.

Performs related work as required.

## **INTAKE SPECIALIST / ENERGY COORDINATOR (Cont'd)**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Complete knowledge of the Weatherization Assistance Program (WAP)

Ability to assist, train and instruct employees in weatherization operations.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow oral and written instructions and to keep simple records and make reports.

Ability to establish and maintain effective working relationships with associates, and State and County officials.

Knowledge of QuickBooks and HES Systems

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent.

Three years of experience as Outreach Worker or related experience. Familiarity with SSI, SSD, Survivor or Widow Benefits and LIHEAP or TAFT Benefits.

Valid Pennsylvania operators license with a favorable driving record.

Physical condition enabling employee to work at demanding tasks in varying extreme environments.