



MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

POSITION DESCRIPTION

LIHEAP INTAKE WORKER **ENERGY/WEATHERIZATION DEPARTMENT**

OVERVIEW:

Under supervision of the Lead LIHEAP Intake Worker, incumbent will provide direct services and community outreach, and assist clients in obtaining needed LIHEAP Utility Assistance services. This is a non-exempt position.

TYPICAL DUTIES:

- Perform outreach, intake, and determine client eligibility;
- Input applications to a computer database;
- Provide information to clients regarding their application;
- Refer individuals to other community agencies or resources if necessary;
- Maintain records; assist in preparing reports and processing approval applications for payment;
- Drive to offsite locations for community outreach;
- Represent and speak on behalf of the Agency before community groups;
- Encourage and organize community participation in the program;
- Maintain client confidentiality and excellent customer service;
- Attend workshops and staff meetings;
- Perform miscellaneous duties to support Department and Agency goals.

EXPERIENCE, KNOWLEDGE AND ABILITIES:

- Bilingual: English/Spanish is a must
- Two years' experience in community work;
- Knowledge of community resources;
- Ability to perform general office, record keeping and simple math accounting tasks;
- Computer literate; ability to use word processing and spreadsheet software;
- Ability to follow written and oral directions and communicate effectively orally and in writing;
- Ability to enlist community support and work cooperatively with seniors, low income clients, staff and volunteers;

LICENSES:

- Valid California driver's license, current DMV report, reliable transportation and proof of minimum California vehicle insurance;

PHYSICAL REQUIREMENTS:

- Ability to walk, stoop and squat as needed; ability to lift and carry up to 40 pounds occasionally and to sit as much as 60 % of scheduled time; performing the essential functions of the position, with or without reasonable accommodation.

EDUCATION:

- High school graduate or GED

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE
AND ABILITY FOR THIS POSITION**

SALARY RANGE: \$11.18/hr, 40 hours/week, 5
days/week + Benefits

APPLY AT: MCCA Main Office, 1235 W. Main
Street, Merced

JOB SITE: Dos Palos

DEADLINE: Open Until Filled

**NOTE: POSTMARKS WILL NOT BE HONORED
THIS IS NOT A COUNTY POSITION**