

# EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>INTAKE SPECIALIST</b>
<b>Department/Program:</b>	<b>Social and Special Programs</b>
<b>Reports to:</b>	Project Coordinator
<b>Job Summary:</b>	Under direction, utilizes key board to enter information in computer files; conducts customer interviews; calculates income and processes necessary HEAP and Percentage of Income Payment Plan intake forms; verifies utility accounts with appropriate energy suppliers; issues notices of determination to customers; prepares and submits necessary documentation; educated general public of services available; provides assistance to assigned supervisor; types and/or prepares various correspondence; receives and responds to phone calls; other related duties as required.
<b>Requirements:</b>	Completion of secondary education and six (6) months demonstrated office experience; computer literacy; possession of valid State of Ohio Driver's License and transportation; Fingerprint and Background checks conducted. Summit County Residency required within 12 months of hire.
<b>Pay Rate:</b>	\$11.63 per/hour Pay Level 5
<b>Benefits:</b>	Medical, Life, Dental, Vision, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification/Schedule:</b>	Regular, Full-time, Full Year
<b>FSLA Status:</b>	Non-Exempt
<b>Postings Dates:</b>	<b>August 31, 2017 – September 15, 2017</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <i>or</i> , e-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

\*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

**NO PHONE CALLS.**

Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

**For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org) ;**

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