

EMPLOYMENT OPPORTUNITY

Position:	INTAKE SPECIALIST
Department/Program:	Social and Special Programs
Reports to:	Project Coordinator
Job Summary:	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.
Requirements:	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.
Pay Rate:	\$11.63 per/hour Pay Level 5
Benefits:	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
Classification/Schedule:	Regular, Full-time, Full Year
FSLA Status:	Non-Exempt
Postings Dates:	February 5, 2018 – February 26, 2018
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <i>or</i> , e-mail resume to resumes@ascainc.org

*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 ;

At-Will Employment / EOE