



Now hiring

Client Services Intake Specialist

DEPARTMENT: LIHEAP

PAY RANGE: RH1/L1

START DATE: August 2019

HOURS PER WEEK: 40/hours – Seasonal. This is a 6 month position

POSITION DESCRIPTION

General Scope of Duties:

The **Client Services Intake Specialist** performs intake and receptionist duties for the Outreach/Referral Office. Answers the telephone, sets up appointments, meets and greets visitors, assists with application intake process, collects accurate data and information, and makes appropriate referrals to other services and programs.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least one year of prior office and/or data entry experience required.
- Ability to interpret rules and regulations.
- Strong written, verbal communication skills& listening skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- High School Diploma or equivalent.
- Must have adequate transportation, a valid driver's license and meet and maintain WCAP's insurance requirements.
- Ability to meet and maintain WCAP background clearance requirements.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.