



POSITION DESCRIPTION

Position Title:	Energy Auditor (Temporary)
Department:	LIHEAP
Division:	Program Operations
Office Location:	Covington Highway
Supervisor's Title:	Energy Program Coordinator
Primary Contacts:	LIHEAP Clients
Travel Requirements:	N/A
Primary Work Environment:	Office Environment

Position Objectives:

The Energy Auditor is responsible for auditing applications and information pertaining to the Low Income Home Energy Assistance Program (LIHEAP). The position is required to perform other tasks as they relate to the program. The Energy Auditor must be able to maintain client confidentiality, as well as exhibit a high customer service standard.

Essential Job Functions:

Core Job duties and responsibilities. Other duties may be assigned.

- Audit applications for LIHEAP, along with additional forms needed to assist clients with their needs.
- Cross-Trained Audit staff will assist with application intake as needed.
- Ensure all required documents are in the file, and all fields on the application and required documents are completed and correct to determine if the client is within the guidelines of DHS.
- Maintain confidentiality of all office records and information at all times.
- Possess a strong working knowledge of general mathematics, reading and grammar.
- Must be willing to travel when necessary to assist other sites with intake.
- Must be willing to perform other duties as assigned by the Program Coordinator.

Knowledge, Skills, and Abilities (KSA's) Requirements:

- High School diploma or equivalent
- Minimum 1 year office experience.
- Professional demeanor.
- Outstanding interpersonal skills.

- Excellent oral and written communication skills.
- Must have the ability to exercise sound judgement, open communication, and courtesy in performing assigned duties.
- Must exercise confidentiality with client information.
- Must be task oriented and able to meet day to day program goals.
- Organization and an eye for detail is a must.
- Ability to work effectively and harmoniously with other staff members. And hold the agency in high regard.

Physical Demands:

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities as defined in the ADA to perform the essential job functions.

While performing the duties of this job, the employee is required to have certain physical abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stopping, pushing, pulling, lifting (up to 25lbs) using hands to fingers, handing, or feeling objects, tools, or controls, talking, and hearing. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Signatures:

Employee

Supervisor

Division Head

Human Resources Manager