

Job Announcement – Re-Advertise

Position: Coordinator	Department: OHEP
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 14	Compensation: \$45,848 - \$68,772
Weeks Worked: 52	Work Per Week: 40 + hours
Created: 6/18/2020	Monday – Friday, some evenings/weekends
Opening Date: October 4, 2021	Closing Date: Until Filled

Summary of Job Description: Responsible for reviewing the accuracy and eligibility of completed customer applications for energy assistance. The Coordinator will review and certify applications. Responsible for preparing and submitting reports. Develop outreach and recruitment plans, organize outreach and recruitment activities, and provide outreach services to designated counties. Duties involve working with utility vendors and direct supervision and training of assigned staff. The Coordinator is directly responsible to the Program Director.

Summary of Requirements: *High School Diploma or equivalent. Some college preferred.* Five years of previous office work, preferably in a nonprofit or customer service environment. Two (2) years of supervisory and/or management experience preferred. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to conduct research, retrieve data, create spreadsheets, and reports. Strong organizational skills, and attention to detail. Must always maintain confidentiality.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors

Responsibilities and Duties:

Ensure proper disbursement of program funds

- Review and certify applications for state approval and payment.
- Conduct file compliance audits
- Prepare reports
- Assists with audit/monitoring reports at the end of the program year

Provide Day to Day Oversight of Program and Assigned Staff

- Monitor the day-to-day workload and productivity of assigned staff to ensure compliance with State standards
- Track daily status of Energy Assistance applications.
- Serve as a contact person for vendors as required
- Handle manager-level system adjustments of denied applications and reapplications
- Generate and distribute application status reports
- Respond to customer inquiries proficiently and thoroughly explain the requirements to qualify for energy programs to potential clients
- Act as a liaison between clients and vendors when services are disconnected

Provide outreach services to Calvert, Charles, and St. Mary’s Counties

- Develop outreach and recruitment plan, and organize activities
- Assists at all outreach and other events when requested
- Refer clients to other resources for assistance
- Provide presentations to community partners, when requested

Responsible for programmatic record keeping and report writing

- Generate reports of certified applicants ready for payment
- Generate productivity and statistic reports (assigned worker, pending, awaiting)
- Generate a report to verify correct benefit amounts, fuel type prior to submission for Payment
- Generate weekly batch check run report for funds expended per designated county/counties

Other duties as assigned.

Licenses or Certificates:

Valid Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at the time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug, and Alcohol testing. Availability to work evenings and weekends as needed.

Physical Demands:

Work requires limited physical effort.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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