



## **Energy & Housing Opening**

KVCAP's Energy and Housing program has full-time Client Services Representative openings.

Responsibilities include working directly with service recipients, performing intake activities including; certifying as needed, by collecting required information and materials; providing information and referrals to clients as appropriate; processes intake information on behalf of the client for certification/recertification, authorizing and verification, and performs a variety of office tasks including filing, computer work and administrative support to the program as needed.

**Requirements:** High school diploma or equivalent and three years' work experience in an office setting where client contact was a responsibility. Knowledgeable of state and federal rules and regulations pertaining to the program a plus; accurate keyboarding and math skills; knowledge of KVCAP and community resources helpful; ability to write legibly and spell accurately; work pleasantly with a wide variety of people; work well under time constraints with attention to detail; ability to follow instructions and have good listening skills. Possess a valid driver's license and have use of a vehicle insured to State of Maine requirements to travel within Kennebec, Somerset, Lincoln & Sagadahoc Counties. Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, Fraud and National Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, life, dental, vision and disability insurance options. Interested applicants should submit an application/resume and cover letter by April 14, 2021 to:

Human Resources  
Kennebec Valley Community Action Program  
101 Water Street  
Waterville, Maine 04901

E-mail: [lindas@kvcap.org](mailto:lindas@kvcap.org)

Equal Opportunity Employer