



Intake Specialist

KVCAP's Transportation Program has a full-time opening, for an Intake Specialist in Waterville. The person in this position provides assistance to clients including taking phone calls and receiving client requests for transportation, inputting information into the computer; maintains client files and performs a variety of office tasks including typing, copying and information collection.

Requirements: One to two years related experience preferred, knowledge of office procedures and use of office machines, accurate typing, and math calculation skills. Must have a pleasant telephone manner, good interpersonal skills, a willingness to assist a variety of clients and ability to multi task in a fast paced environment; familiarity with Somerset, Kennebec and surrounding areas a plus. Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, National Sex Offender Registry and Fraud background checks.

KVCAP 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. Applications accepted until suitable candidate is found. Interested applicants please send cover letter and resume to:

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

E-mail to lindas@kvcap.org

Equal Opportunity Employer