

JOB DESCRIPTION

Title of Position	Immediate Supervisor	Salary Range:
Weatherization Assistant	Director of Weatherization	13.00 – 14.00 per hr.

Specific duties and responsibilities shall include:

1. Answer telephone calls and give information to callers, take messages for appropriate individuals.
2. Locate and attach appropriate files to incoming correspondence requiring replies.
3. Maintain scheduling and calendar of events for weatherization staff.
4. Schedule and confirm appointments for clients and supervisor.
5. Establish work procedures and schedules and keep track of the daily work of weatherization staff.
6. Operate office equipment such as fax machines, copiers and phone systems and use computers for spreadsheet, word processing, database management and other applications.
7. Learn to operate new office technologies as they are implemented.
8. Input data utilizing weatherization computerized client data system.
9. Facilitate intake activities for SCA weatherization program. This process shall include verification of required income documentation, completion of appropriate application forms and completion of client information relevant to program reporting
10. Maintain all client files and documentation necessary as required by weatherization funding sources.
11. Maintain inventory data in computerized weatherization data system.
12. Oversee the safe, receipt, storage and distribution of weatherization materials.
13. Shall comply with all operational procedures relating to the functions of the Weatherization Program.

14. Shall maintain appropriate behavior in all official actions and communications with the public, reflecting an interest and true concern for the problems of the clients served.
15. Perform other duties as assigned by the Director of Weatherization and/or Executive Director.
16. Shall maintain valid PA Driver's License

Signature

Date

Schuykill Community Action is an Equal Opportunity Employer and Provider