



McHenry County Housing Authority

1108 N. Seminary, P.O. Box 1109 Woodstock, Illinois 60098
Phone and TDD: 815/338-7752 Fax: 815/338-1217

To: Prospective Personnel
From: Holly Lyons, Deputy Director
Re: LIHEAP Intake Worker

Thank you for your interest in the Low Income Home Energy Assistance Program (LIHEAP) Intake Worker position with our organization. We are seeking a detail-oriented, customer friendly staff person for this program. The LIHEAP Program provides assistance to very low income individuals and families to help pay utility bills. The preferred candidate will have computer experience, as well as experience working with low income families, evaluating documentation and calculating family income. The position is a seasonal, September 16th through May 31st each year, working 27.5 hours per week (Monday through Friday.) The starting salary is \$14.00 per hour. Attached please find a job description and a job application form.

Please submit a resume and job application form to my attention at the McHenry County Housing Authority office, 1108 N. Seminary, PO Box 1109, Woodstock, Illinois, 60098, no later than 4 P.M. on August 30, 2019. You may also submit your application documents via email to hlyons@mchenrycountyhousing.org, or fax them to 815/338-1217.

If you have any questions, I can be reached at 815/338-7752 X131.



**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM
POSITION DESCRIPTION**

TITLE: Outreach/Intake/Verifier

SALARY LEVEL: Grade 5

DESCRIPTION OF WORK: The Outreach/Intake/Verifier spends 75% of time counseling clients, verifying applications and inputting information into the computer. He/she will spend 25% of time performing administrative duties.

REPORTS TO: LIHEAP Coordinator

Example of Duties:

OUTREACH/PROGRAM SERVICES

1. Responds to phone inquiries regarding energy assistance and Makes outreach efforts to seniors and disabled residents, making home visits by appointment when necessary.
2. Refers applicants to other providers of energy assistance.
3. Sends general information to other officials and agencies in the county.
4. Makes referrals to other benefit and social service programs.
5. Schedule applicants for appointments.
6. Work with utilities on applicant's behalf.
7. Counsel applicants on budget payment plans, including the PIPP program when available.

INTAKE/VERIFIER

1. Interview applicant and enter information into computer. Make copies of supporting documentation.
2. Takes phone calls from applicants regarding their applications.
3. Determines eligibility of applicants, and enters information into the computer software.
4. Complete file maintenance. Maintain accurate records and documentation.
5. Follow up activities to ensure application is complete.
6. Perform tracking and filing duties.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma

A valid Illinois driver's license

McHENRY COUNTY HOUSING AUTHORITY

Application for Employment

Return to:

1108 N. Seminary Avenue/P.O. Box 1109
Woodstock, Illinois 60098

Telephone: 815/338-7752
Facsimile: 815/338-1217

Email: kulbrich@mchenrycountyhousing.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, or physical/mental impairments unrelated to ability to perform essential job functions. We welcome you as an applicant for employment.

Please Print

Position Applied For

Date

SECTION I – GENERAL INFORMATION

Name: _____

Last Name

First Name

Middle Initial

Address: _____

Street

City

State

Zip

Home Telephone: () _____ Cell Phone: () _____

Email: _____ Fax: () _____

Drivers License Number: _____

What date would you be available for work? _____

Are you legally eligible for employment in this country? ___Yes ___No

(proof of U. S. Citizenship or Immigration status will be required upon employment)

Are you able to perform the essential duties of the position for which you are applying safely and effectively?

___Yes ___No

SECTION II – BACKGROUND INFORMATION

Have you ever been convicted of a felony? ___Yes ___No

If yes, please explain: (Conviction will not necessarily disqualify an applicant from employment. Factors such as age, time of the offense, seriousness and nature of the offense, rehabilitation and job-relatedness will be considered. Applicant is not obligated to disclose sealed or expunged records of conviction or arrest.)

Are there any felony charges pending against you? ___Yes ___No If yes, please explain:

PLEASE NOTE: IF ANY OF THE INFORMATION REQUESTED IN SECTIONS THREE, FOUR OR FIVE IS ON YOUR RESUME, PLEASE INDICATE “SEE ATTACHED RESUME.”

SECTION III – EDUCATION, TRAINING, CERTIFICATES & LICENSES

Schools	Name and Location	Graduate yes/no	Major/Minor Course Work	Types of Degree Received
High School				
College				
Graduate or Professional				
Other Educational, Computer Classes, List Certificates or Licenses:				

SECTION IV – PROFESSIONAL REFERENCES

List two people who are not related to you who have knowledge of your business or professional qualifications for the position. Do not repeat names of supervisors listed under employment history.

Name	Occupation	Address	Phone	Yrs Known

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SECTION V – EMPLOYMENT EXPERIENCE

- In this section, be sure to describe any education, training, and experience you have which provides the required knowledge, skills and abilities to perform the essential functions of the position for which you are applying.
- If a supplemental application, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job posting.

Job Title:	Start Date:	End Date:
Employer:	Phone: ()	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? ___Yes ___No		
Supervisor:	Phone: ()	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

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Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

SECTION VI – SIGNATURE AND RELEASE

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the McHenry County Housing Authority has the right to refuse to hire or immediately discharge me, at any time if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I authorize the McHenry County Housing Authority and its agents, including authorized third parties, to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the McHenry County Housing Authority or its representatives to release to the McHenry County Housing Authority any information they have regarding me without providing written notice to me. I authorize the McHenry County Housing Authority to use any information in its possession concerning me for any purpose it deems appropriate. This includes disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the McHenry County Housing Authority from any liability in connection with such use or disclosure.

I understand that if I am hired by the McHenry County Housing Authority, I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment. I acknowledge that these rules, regulations policies, procedures, and other terms and conditions of employment may change from time to time, with or without notice to me. I also understand that this application is not a contract of employment and that employment may be contingent upon passing a drug test, criminal history/reference check or psychological/physical exam.

Signature of Applicant

Date