



Ross County Community Action Commission, Inc.
250 N. Woodbridge Avenue • Chillicothe, Ohio 45601
Telephone: (740) 702-7222 • Fax: (740) 702-7220

ROSS COUNTY COMMUNITY ACTION

HEAP Intake

DUTIES AND RESPONSIBILITIES:

Completion of automated HEAP client intake as required, and any additional agency forms required for service delivery to client. Knowledge of HEAP computer software (training provided). Assists with providing other emergency assistance to clients. Ability to identify a variety of existing problems expressed by clients in order to assist with needs appropriately. Compile and maintain customer data as required for program operation. Assist with filing and updating of files and reports as needed. Answer switchboard and direct calls appropriately. - Completion of other duties as assigned by the HEAP Coordinator.

QUALIFICATIONS:

High School Diploma or GED. Reliable transportation, valid Ohio Driver's license, and must be insurable under Agency policy. Excellent communication skills. Computer literate. Sensitive to the issues of low-income persons, as well as elderly, physically and mentally challenged individuals. Ability to understand the problems of low-income customers without bias. Experience in customer service.

Drop off or mail resume to:
Ross County Community Action
Attn: Human Resources
250 N. Woodbridge Ave.
Chillicothe, OH 45601
EEO Employer

Must be submitted by 4:00 PM on Friday, April 3, 2019

EEO Employer