H.E.A.T. Program Administrative Assistant/Intake Worker

JOB DUTIES:

- Interview clients to determine eligibility
- Answer phones, greet clients, and set up appointments using a computer program
- Audit program applications, prepare correspondence, organize information in the program filing system
- Work with other HEAT offices in the Five County area (Washington, Iron, Beaver, and Kane counties) as well as the State of Utah HEAT office

EXPERIENCE AND ATTRIBUTES REQUIRED:

- Must be both a self-starter and a team player
- Must be able to work quickly and accurate in a fast-paced environment
- Will need to exhibit excellent customer service and communication skills
- Must be able to work well with the public including senior, disabled, and low-income populations
- High school diploma or equivalent required
- At least two years of experience working in an office setting is preferred
- Proficiency in Microsoft Word and Excel preferred

WAGE AND WORKING CONDITIONS:

- $13.11 per hour
- Monday-Thursday; 20-30 hours per week
- Worksite address is 665 N. Main Street in Panguitch, Utah
- This is a seasonal position. Season runs from October 1st, 2019 through April 30th, 2020. The program may end earlier if funds are exhausted.

INSTRUCTIONS:
Interested applicants should submit a Five County Job Application to:

Five County Association of Governments / Human Resource Department
1070 W. 1600 South, Building B
St. George, UT 84770
or send via email to: csinagra@fivecounty.utah.gov