



REACHING PEOPLE IN NEED

JOB VACANCY

September 14, 2016

Seasonal Case Aide

Location: Hempstead, NY 11550

EAC Network seeks a Case Aide (preferably bilingual) to work full time for its seasonal Home Energy Assistance Program (HEAP), located in Hempstead, Nassau County. Position is from October to April 2017, regular schedule is Monday-Friday 8:45 AM-4:45 PM (may include some evening hours), \$15.78 hourly. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. EAC is an EOE.

Candidates are encouraged to view agency Web site at www.eacinc.org

QUALIFICATIONS:

- High School Diploma or GED required, Bachelor's Degree preferred.
- Minimum of one year of relevant experience working with individuals with low-income households.
- Excellent interviewing, communication and organizational skills required.
- Must be detail-oriented.
- Must be proficient in computer applications, email and/or database software necessary to perform work assignments.
- **Bilingual (English/Spanish) BIG PLUS/HIGLY PREFERRED!!!**

RESPONSIBILITIES:

- Interview and assess eligibility of prospective clients seeking financial assistance with their energy costs.
- Process client applications, complete required forms and perform data entry in accordance with the guidelines established by the Nassau County Department of Social Services.
- Interact with other agencies and heating and utility companies.
- Prepare and maintain appropriate records and departmental paperwork.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org