

CEAP Coordinator

Location

BROWNSVILLE, TX

Type

Full Time

General Summary

Responsible for the delivery of Energy Assistance and related Programs. Maintains files and prepares programmatic reports. Supervises Client Service Specialists in the delivery of energy assistance and related programs.

Primary Responsibilities

1. Ensures that Comprehensive Energy Assistance Program services are delivered in accordance with CEAP Plan, including CEAP components.
2. Conducts activities and delivers services for the Neighbor-to-Neighbor, and related energy and assistance programs.
3. Assist Division Director in development of program policies and procedures and ensures that community services activities are conducted in accordance with program guidelines.
4. Determines eligibility and authorizes service, within program guidelines and budget limits, for applicants for assistance in the Comprehensive Energy Assistance, Neighbor-to-Neighbor, WAP, and related programs.
5. Maintains waiting lists, participant files and documentation to comply with requirements and regulations for the assigned programs.
6. Assist with programmatic reports for the Comprehensive Energy Assistance, Neighbor-to-Neighbor, and related programs.
7. Ensures that program(s) operate within established budgets.
8. Responsible for the development and implementation of the staff development program of assigned personnel.
9. Compiles, verifies and authorizes reports, and travel for assigned personnel.
10. Assists in the development of work programs and budgets for the assigned programs.
11. Other duties as assigned.

Work Experience

- Two (2) years employment experience in a Community Action agency, or similar agency that administers comprehensive energy assistance programs.
- Knowledge of community resources, social services, and housing rehabilitation is required.
- A Bachelor's degree in Social Sciences
- Supervisory experience is preferred.

Education/Certifications/Licensure

- The candidate must have a valid driver's license, a safe driving record and be able to pass a pre-employment physical and criminal history background check.

Skills

- The candidate must have excellent computer skills and knowledge.
- Bilingual (English/Spanish) ability is preferred.

Physical Requirements

Light to medium physical duties include standing, walking, reaching, bending, hearing, talking for up to eight (8) hours a day. Must have good vision. Must be able to lift thirty-five pounds. Lifting will be primarily confined to occasional on premises lifting of boxes of office supplies and minor office equipment. Non-physical demands include performing multiple tasks simultaneously, the ability to meet multiple deadlines, judgment decisions and working closely with others as part of a team.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Community Action Corporation of South Texas

Welcome to Community Action Corporation of South Texas (CACOST)!

CACOST is a private non-profit organization established in 1971 and funded through federal, state and local grants. CACOST currently serves 16 counties via a wide variety of community programs and services. CACOST lives its mission each day, which is to continuously improve the lives of South Texans by providing high quality health care, education, housing and economic opportunities to reduce poverty through services and partnerships.

CACOST is looking for employees who are interested in accomplishing our mission, which can be both rewarding and challenging. We count on our employees to contribute directly to the growth and success of our agency. Because the quality of our staff is the key to our success, we carefully select our new employees. Apply today to join our CACOST family and take pride in being a member of our team.

Company Website: cacost.org