



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Position:	Outreach Worker I (<i>2 positions available</i>)	Location:	Tuolumne County
Salary Range:	\$11.51 - \$14.69/hour DOE	Final Filing Date:	February 12, 2018 @ 4:00 pm

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency
427 N. Highway 49, Suite 305
Sonora, CA 95370
Ph: (209) 533-1397
Fax: (209) 533-1034
www.atcaa.org/employment

Notification: All applicants will be notified by March 26, 2018

Full Benefits Package:

- Health/Dental Insurance – 75% Employer paid
- Vision Insurance – 100% Employee paid
- Voluntary Life/AD&D Insurance – 100% Employee paid
- Retirement (Money Purchase Pension Plan) – **7.5 % employer contribution and 100% vested upon regular status**
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 36 - 40 per week

Final Filing Date: All applications must be received no later than 4:00 PM on Feb. 12, 2018. **EOE**

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.



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Home Energy Assistant Program:

ATCAA's Home Energy Program provides low-income residents in Amador, Calaveras and Tuolumne Counties with utility bill payment assistance; energy-saving home improvements such as weather stripping, insulation and appliances; as well as education on reducing energy costs. *Last year approximately 7,450 individuals were served by the Energy Department in the three-county area.*

Definition: As a part of the ATCAA team, the Energy Outreach Worker I plays an essential role in ATCAA as a whole. The Energy Outreach Worker I will recommend and implement activities to identify and recruit clients for energy programs as well as other related outreach programs from federal, state, local and private funding sources ranging from low income insurance programs, utility help programs, to a variety of community service programs. The Energy Outreach Worker I is responsible for the maintenance and accuracy of client files and documentation with respect to eligibility and for providing accurate program reporting information. The Energy Outreach Worker I assists the Energy Outreach Worker II and the Energy Outreach Coordinator in data gathering for the energy program and provides client/community education.

Supervisor: Energy Outreach Worker II

Supervises: Volunteers

Minimum Qualifications:

- Meet the following program requirements necessary for this position: possess a valid California driver's license and acceptable driving record;
- Experience and knowledge in methods of outreach and advocacy;
- Experience in the basic skills of client outreach and paperwork requirements of doing those federal, state, local and private programs as well as life and work skills;
- Experience in use of computer software related to outreach, weatherization and rehabilitation projects that include a working knowledge of standard operating systems such as Windows; Excel, Access, E-mail and Internet access;
- Ability to communicate with a variety of ages and types of people;
- Interest in assisting low and fixed income people;
- Skills in writing, speaking and listening;
- Ability to maintain required job records and files;
- Ability to lift up to 30 lbs.

A copy of the full job description is available at www.atcaa.org/employment