



Amador Tuolumne Community Action Agency

ATCAA ENERGY OUTREACH WORKER I Job Description

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

Job Duties and Responsibilities Related to This Position:

- Take direction and assist Energy Outreach Worker II in all job duties;
- Develop, recommend, and implement various activities to identify and recruit qualified clients for energy programs as well as other community outreach programs assigned;
- Interview program applicants and determine client eligibility;
- Provide information and referral of benefit to clients on programs, internal and external to ATCAA;
- Maintain accurate and complete records/files on client eligibility and other required program data that relates to client advocacy;
- Where appropriate, serve as liaison with utilities and other assistance agencies to provide client advocacy;
- Assist Energy Outreach Worker II and the Energy Outreach Coordinator in data gathering for Energy Program activities;
- Where appropriate, provide and/or arrange for community/client education;
- Keep current with contract specifications and documentation;
- As a result of the variety of responsibilities and tasks, be able to work and complete projects in a timely manner, independently and without direct supervision;
- Manage multiple contracts and tasks with specific requirements and deadlines, and perform those responsibilities consistently and accurately over time;
- On occasion, exchange back-up support with the Agency's receptionist;
- Be able to accomplish these duties and responsibilities in the ATCAA service area of Amador, Calaveras and Tuolumne Counties.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;



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- Maintain confidentiality in accordance with standards as outlined in the “Statement of Confidentiality and Ethics”;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA’s Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor that are consistent with the definition and intent of the job description.

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.