



**Job Title: Receptionist/Energy Advocate**

Classification: Full Time, Non-Exempt

Department: CSBG/LIHEAP

Reports to: Homedale County Coordinator

Location: Homedale Office

Pay: DOE

El-Ada Community Action Partnership is a local non-profit organization dedicated to supporting the most vulnerable people in our communities. We provide a variety of services to Ada, Elmore, and Owyhee Counties, including emergency food assistance, heating and energy assistance, utility assistance, and HIV screening.

**Job Summary:**

1. Talk with clients in-person, listen to clients and meet needs to the best of ability.
2. Answer multi-line telephone, answers questions, and handle incoming and outgoing mail.
3. Processes clients' water and energy assistance applications.
4. Conduct enrollment interviews, gather sensitive information and enter information into the database in a timely manner.
5. Direct clients to appropriate referrals, maintains current resource list and maintain community partnerships.
6. Conduct oneself in a professional and cooperative manner with clients, co-workers, and other agencies and organizations.
7. Adhere strictly to confidentiality policies.
8. Assembles and distributes emergency food to clients.
9. Maintain a clean food pantry and organize donations in pantry. Performs annual pantry inventory.
10. Drive, load and unload food or other donations, and correspond with TEFAP manager and GAP food providers to coordinate food pickup and distribution.
11. Works Food Drives when necessary.
12. Recruits, schedules, and supervises volunteers when needed.
13. Share in office cleaning: bathrooms, vacuum, dust, windows, and trash removal.
14. Other related duties may be assigned from time to time as needed.

**Qualifications:**

- At least 1 year of office support and customer service experience
- Experience working with low-income persons
- Valid driver's license and insurable driving record (company vehicle provided for administrative errands and supply pick-up).
- Intermediate computer proficiency, experience with Microsoft Office applications
- Experience working with diverse and low-income persons, or similar experience strongly preferred.
- Ability to communicate & build relationships with clients, vendors, co-workers and partner agencies.
- Must pass pre-employment drug test.

**To Apply:**

Apply online at [www.eladacap.org/careers](http://www.eladacap.org/careers) or send your resume to [abbybarzee@eladaboise.org](mailto:abbybarzee@eladaboise.org).

\*No Phone Calls Please.\*

\*El-Ada, Inc. is proud to be an Equal Opportunity/Affirmative Action Employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. We prohibit Discrimination and Harassment of any kind.\*

AA/EOE/ADA/M/F/H