

Student – ComCare

This position reports to the ComCare Manager and is located at the Electric Center, 1200 Fort Vancouver Way. This is a part-time, temporary student position opening September 2019 through June 2020. The scheduled hours of work will be Monday through Friday 8am to 5pm however, work schedules will be determined with consideration around student class schedule commitments.

WHAT YOU WOULD DO:

Works with the Clark Public Utilities Community Care staff and applicants for low income heat assistance programs. Requires being able to work within a team setting and with the public. Strong candidates would include someone that is approachable, a self-starter and able to work independently. Some of the job duties would include but are not limited to the following tasks:

- Provide frontline support to the ComCare Receptionist to greet and check in customers for scheduled appointments with strong attention to the front desk and high volume of customer activity.
- Collect and organize confidential documents for applicants applying for energy assistance programs.
- Enter data into a grant database.
- Track forms received and work with directly with Clark Public Utilities Community Care representatives to determine outcomes and next steps for applicants.
- Prepare files for applicant appointments
- Communicating with potential applicants about program eligibility requirements.
- Assisting Community Care representatives with applicants during appointments.

QUALIFICATIONS:

High school graduate, and must be enrolled in college with a minimum of 10 credit hour. Must be familiar with Microsoft Office products. Must demonstrate the ability to type at least 35 words per minute with no more than three errors.

HOW TO APPLY:

Students interested in being considered for this position are invited to submit a cover letter and resume via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

CLARK PUBLIC UTILITIES is a customer-owned electric and water utility located in Vancouver, Washington. Our utility is committed to providing exceptional customer service, reliability, and efficiency.

Equal Opportunity Employer