



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

Job Announcement

Announcement Date: April 20, 2021

Position Title: PIPP Coordinator

Department: LIHEAP-Low Income Home Energy Assistance Program

Location (s): Round Lake, Waukegan

Position Type: Full Time/Regular – Partial Year (9-10 months)

Hours Available: Monday – Friday / 8:00 am – 5:00 pm

Reports to: Systems Operations Manager

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

Manages the PIPP Program and PIPP clients for signing up and continuation of participation in the Program. Contact PIPP clients as needed. Work with the Utilities for our PIPP clients. Provide proper notification to PIPP clients in regards to continued Eligibility. Recertification of PIPP clients with percentages of payment to the Utilities each month. Reviews Outreach PIPP applications for completeness and accuracy.

ESSENTIAL DUTIES:

- Maintain all records necessary for the implementation of this program in an orderly and easily retrievable manner.
- Enter data into State computer system.
- Counsels client on availability and suitability of energy programs after examining client income and utility history.

QUALIFICATIONS:

- Excellent communication skills
- Proficient in data entry
- Basic computer skills
- Valid driver's license and reliable transportation
- Demonstrated ability to deal appropriately with difficult clientele
- Ability to work well with others
- High School Grad/GED
- Knowledgeable of consumer rights/responsibilities
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are a representation of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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